



Republic of the Philippines

Province of Pampanga

City of San Fernando

Office of the Bids and Awards Committee

REQUEST FOR QUOTATION

(FM-CSFP-CGSO-39; Revision No.03; 04/01/2022)



Project Title : **Contract of Service for the Photography Services to be used for the Moving Up Ceremony for 2024 in the City of San Fernando, Pampanga**

Location of the Project : **City Social Welfare and Development Office**

Company Name

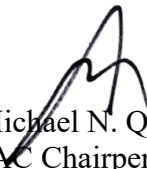
Address

Date : **Apr 15, 2024**

PR No. : **2024-04-00653**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, April 22, 2024 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by: **Jannelle D.A. Tungcab**

Approved by: 
Engr. Michael N. Quizon, Jr.
BAC Chairperson

- NOTE:
1. ALL ENTRIES MUST BE READABLE
 2. DELIVERY PERIOD WITHIN _____ CALENDAR DAYS
 3. WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY
 4. PRICE VALIDITY SHALL BE FOR A PERIOD OF _____ CALENDAR DAYS

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
1	3350	pc(s)	PACKAGE OF SOUVENIR PICTURE Photos- "5X7" Inclusion: 2 pcs of Wallet Size			
Total Amount:						

After having carefully read and accepted your General Conditions, I quote you on the item at prices noted above.

Printed Name/ Signature

Tel No./ Cellphone No.

Date

TERMS OF REFERENCE

CONTRACT OF SERVICE FOR THE PHOTOGRAPHY SERVICES TO BE USED FOR THE MOVING-UP CEREMONY FOR 2024 IN THE CITY OF SAN FERNANDO, PAMPANGA

I. BACKGROUND

Pursuant to R.A. No. 7160 otherwise known as the Local Government Code of 1991 Particularly Section 444(b)(1) provides that the Chief Executive shall exercise general supervision and control over all programs, projects, services, and activities of the local government.

On Republic Act 10410, otherwise known the "Early Years Act (EYA) of 2013", ECE prepares the child for school, but more importantly, contributes to the physical, social, mental and emotional well-being and development of children. In response to the challenging and complex needs if the local, national and communities. It is the mission of the Early Childhood Education Program to strengthen the values of the Filipino people, develop a strong sense of nationalism, develop productive citizens who contributes positive interactions and sense of individual value and belonging as part of the community, and to become a responsible community member.

To celebrate young learners' achievements and developmental milestones, appropriate ceremonies shall be held in Early Childhood Education Program. These ceremonies shall be meant to acknowledge learners who have successfully met or they complete the 10-month curriculum in Early Childhood Care and Development. Such events are meaningful for families as early learners take pride in what they have achieved and have their parents celebrate with them. By culminating in the conferral of certificate the rites serve to celebrate the fruits of the collective efforts of the whole early childhood education community.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Contract of Service for the Photography Services to be Used for the Moving Up Ceremony for the year 2024 in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2024-38 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **FOUR HUNDRED EIGHTEEN THOUSAND SEVEN HUNDRED FIFTY PESOS (P418,750.00)**.

III. OBJECTIVES

The objective/s of the Contract of Service for the Photography Services during the Moving-Up Ceremony for the year 2024 in the City of San Fernando, Pampanga is:

- To provide souvenir photos to Pre-Kinder 2 Moving-Up completers through scheduled photoshoot in their respective ECCD Centers.

IV. TERMS AND CONDITIONS

During the procurement process and delivery/ implementation of the contract, the end- user and the supplier/ contractor shall:

- a. Specifications/ Schedule of Requirements

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
3,350	pcs.	PACKAGE OF SOUVENIR PICTURE Photos- "5X7" Inclusion: 2pcs. Wallet Size	April 2024	ECCD Office, Alasas City Child Development Center, Brgy. Alasas, CSFP.

b. Procurement Process

1. For the End- user, ensure the completion of the documents in order to proceed with the procurement process.
2. For the supplier/ provider, ensure the completeness of the documents being required by the Bids and Awards Committee (BAC) for the procurement process on- time based on the procurement schedule including this TOR duly signed by the end- user and conformed by the supplier/ contractor.
3. If the procurement process reaches the ensuing year, observe that the allowed delivery is only up to what is stipulated in the contract.
4. For the End- user, present clearly this TOR during the Pre- Bid Conference for the information of the prospective bidder/s (for Competitive/ Public Bidding), and present by the Buyer with the assistance of the End- user (for Alternative Methods of Procurement).
5. Ensure to supply the requirements upon issuance of DOC.
6. Comply with the provisions of the Procurement Law regardless of the mode of procurement, whether Competitive/ Public Bidding or the use of Alternative Methods of Procurement.

c. Delivery/ Implementation period

1. Strictly observe the "No Purchase Order (PO)/ Delivery Order Contract (DOC), No Delivery" Policy and comply with the delivery period.
2. The Delivery Period shall be on April 2024.
3. During the delivery, strictly follow the provisions enumerated in the Terms and Condition of the PO/ Contract including the Delivery Schedule, Penalty, among others.
4. In case there is a change in the Delivery Schedule and specifications, the End- user through the Procurement Officer shall coordinate with the CGSO- Procurement Management Division (PMD) for the latter to advise the supplier/ contractor regarding the concern.
5. Coordination with the supplier/ contractor shall be the function of the CGSO- PMD as its mandate.
6. For onsite delivery, ensure the coordination with the Inspector from the CGSO- Property and Supply Management Division (PSMD) for the inspection of the delivery in terms of quantity and quality and to immediately notify the supplier/ contractor in case of any concerns before the acceptance.

d. Inspection and Acceptance

1. The CGSO- PSMD shall inspect and accept the delivery.
2. The supplier/contractor shall present the PO and issue Sales Invoice.
3. The CGSO- PSMD shall prepare the corresponding Inspection and Acceptance Report/s.

Such documents will be used in notifying the concerned offices on the delivery such as the City Accountant's Office (CAccO) and Commission on Audit (COA) to include the same in the Payables.

V.DELIVERABLES BY THE SUPPLIER/ CONTRACTOR AND THE CITY GOVERNMENT

The deliverables of the supplier/ contractor shall be as follows:

- a. Provide the quantity of souvenir pictures being required by the project/ program; and
- b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.

The deliverables of the City Government shall be as follows:

- a. On- time payment of the supplier/ contractor i.e., 15 days after the month.
- b. End- user shall monitor the delivery of requirements.
- c. The Procurement Officer shall assist in the monitoring, delivery and on- time payment of the supplier.
- d. Provide necessary and readily- available documents such as during the conduct of post-audit.
- e. Evaluate the performance of the supplier/ contractor and in case there is a violation to the Contract/ Agreement, prepare a Verified Report.

Note: This TOR shall form part of the Contract and should be strictly followed by both parties otherwise, the implementation of the project program might be affected as well as the performance of the supplier/contractor.

Date	
Signature over Printed Name	
CONFORME:	

Approved by: *[Signature]*
 CANNETH C. MANGALUS
 Acting CSWD Officer

Prepared by: *[Signature]*
 CHARMAINE JOY R. DUNGCA
 Administrative Officer II