



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 Hotel Accommodation and Rental of Venue with Meals to be used for the Conduct of Capacity Building of the City's Human Rights Action Center and Team (HRACT)**

Location of the Project : **City Human Resource Management Office**

Company Name
Date : **May 2, 2024**
PR No. : **2024-04-00810**

Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, May 6, 2024 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Monalyn M. Aquino
Administrative Aide VI (Buyer II)

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	1	service(s)	Hotel accommodation with Function Room and Meals for 35pax for 3D2N Inclusions: - Use of Function Room for 3 days - Sound System with microphones, projector and widescreen - Tables and Chairs - Registration Table, Podium and Stage Room Accommodation for 3D2N: - 17 Twin Sharing Rooms - 1 Single Occupancy Room Meals for 3D2N: Day 1 - AM Snacks, Lunch, PM Snacks, Dinner for 35 Pax Day 2 - AM Snacks, Lunch, PM Snacks, Dinner for 35 Pax Day 3 - AM Snacks, Lunch for 35 Pax			
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 A SEMINAR PACKAGE FOR THE CAPACITY BUILDING OF THE CITY'S HUMAN RIGHTS ACTION CENTER AND TEAM

Date/Period Covered : May 14-16, 2024

I. BACKGROUND

Local governments are at the forefront of bringing human rights to all. In line with the City's initiative to promote human rights which embody the key values in our society such as fairness, dignity, equality and respect, the City Government of San Fernando, Pampanga established the Human Rights Action Center (HRAC) and assembled a team that shall manage and oversee its operation.

In view of the newly-passed Ordinance No. 2023-025 "An Ordinance Institutionalizing the Human Rights Action Center in the City of San Fernando, Pampanga and Defining its Powers and Functions" which was ratified by the City's Sangguniang Panlungsod (SP) on 25 August 2023 and was deemed approved by the City Mayor on 20 September 2023, new members were added to the Human Rights Action Team (HRAcT). Thereupon, this aims to integrate a whole-of-society approach and provide an inclusive and more accessible human rights services in the locality.

To be able to make the HRAC operate to its fullest capacity, the City Government of San Fernando, Pampanga, in coordination with the Commission on Human Rights Regional Office 3 (CHR RO3), shall conduct a capacity building to the members of the HRAcT, especially to the recently introduced members, to gain better knowledge on the duties and functions inherent to their designations.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the **Contract of Service for a Seminar Package for the Capacity Building of the City's Human Rights Action Center and Team** on May 14-16, 2024 included in the PPMP with Ref. No. 2024-2277 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **TWO HUNDRED NINETY SEVEN THOUSAND FIVE HUNDRED PESOS ONLY (P 297,500.00)**.

III. OBJECTIVES

The objectives of **Contract of Service for a Seminar Package for the Capacity Building of the City's Human Rights Action Center and Team** are as follows:

At the end of the training, the participants are expected:

- To gain better knowledge on the duties and functions of the Human Rights Action Team (HRAcT) which shall oversee and manage the Human Rights Action Center (HRAC);
- To develop an understanding of everyone's common responsibility to make human rights a reality in each community;
- To be able to formulate human rights programs, projects and activities that contribute to long-term prevention of human rights abuses;
- To be familiar with the reportorial requirements as well as the creation of a database of Human Rights reports;
- To be an advocate for the dignity, freedom and basic human rights of all people;
- Contribute to one of the City's 10-point agenda "*Social Welfare and Development*" through the promotion and protection of human rights.

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
35	pax	Seminar package for 23 Persons (participants & facilitators) Inclusions: <ul style="list-style-type: none"> • 2 Nights Room Accommodation & Training Package for 35 pax <ul style="list-style-type: none"> ➢ 34 pax – twin sharing rooms; ➢ 1 pax – single occupancy room ➢ Meals (3 AM Snacks, 3 Lunch, 2 PM Snacks, 2 Dinners) <ul style="list-style-type: none"> ▪ Use of training room (with complete sound system, projector & other training paraphernalia) 	May 14-16, 2024

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, as required by the Bids and Awards Committee (BAC) and in compliance with the procurement schedule. The documents to be submitted shall include this TOR, duly signed by the end-user, and conformed by the supplier/provider.
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, clearly present 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 that there are readily available rooms/facilities upon submission of Request for Quotation (RFQ)/Bid since delivery is anticipated upon issuance of PO/Contract.
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.

b. Delivery/Implementation period

1. Strictly observe the "No Purchase Order (PO)/Contracts, No Delivery" Policy and comply with the delivery period.
2. The contract of service shall be within May 14-16, 2024.
3. During the contract of service, strictly follow the provisions enumerated in the Terms and Condition of the PO/Contract including the service delivery schedule, penalty, among others.
4. In case there is a change in the Contract of Service 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 venue in terms of its adherence to the Terms of Reference and to immediately notify the supplier/contractor in case of any concerns before the acceptance.

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

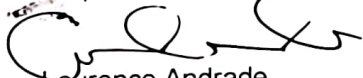
The deliverables of the supplier/ contractor shall be as follows:

1. Provide the quantity of rooms/facilities and other services being required by the activity; and
2. Strictly follow the specifications and timely provision of requirements based on the service delivery schedule.

The deliverables of the City Government shall be as follows:

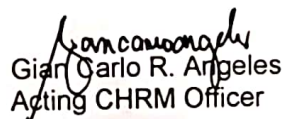
1. On-time payment of the supplier/contractor i.e., 15 days after delivery, regardless if the delivery is per month or Ordering Agreement.
2. End- user shall monitor the delivery of requirements.
3. The Procurement Officer shall assist in the monitoring, delivery, and on-time payment of the supplier.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

Prepared and submitted by:



Laurence Andrade
Procurement Officer- CHRMO

Approved by:



Gian Carlo R. Angeles
Acting CHRM Officer

CONFORME:
_____ Signature over Printed Name
_____ Date

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