



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 Rental of LED Wall and Mobile Sound System to be used for the Mutya Ning San Fernando 2024 in the City of San Fernando, Pampanga**

Location of the Project : **City Tourism and Investment Promotions Office - Tourism And Heritage Division**

Company Name

Date : **May 23, 2024**

PR No. : **2024-05-00923**

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 27, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Lorraine Kate M. Escoto

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	lot	Event Package AUDIO AND LIGHTS -4 units DB technologies 215 A Sigma speaker -2 units RCF 745 -2 units KS28 DUAL 18 SUB -4 units DB technologies opera monitor -1 unit Midas M32 digital mixer -1 unit Digital snake box -1 lot cables -1 unit Laptop -8 units Wireless microphones -2 units wired microphones -2 units Mic stand -2 units Lyric stand -24 units RGBW led par lights -16 units Beam 350beam spot -12 units Mac Aura -12 units Solaris -6 units XA1000			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			-3 units Laser -1 unit Snow machine -8 units Amber white parled -1 unit Avolites Pearl experts -2 units Smoke machines -1 unit Haze machine -2 units Crank lights stand -2 units PDU -1 unit Follow spot VISUAL SYSTEM -3 set P3 led screen system -120 panels P3 50cmx50cm cabinet -1 set video processors -1 unit Laptop -1 set 3,4,5ft Riser with black cloth cover, base jack -1 unit 19" TV monitor -1 lot Patch cables and link -1 unit PDU and Power cable with 3 pcs mainline cable -1 lot HDMI cables and splitters -10 pcs Stage Frame -3 pcs Plat Form -2 pcs Counter Weight -2 pcs Back Frame with back frame support TRUSSES -1 set 50FT x 20ft inverted U trusses (4 pole) STAGE -3 set 16FT x 24FT ALUMINUM STAGES			
Total Amount:						

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



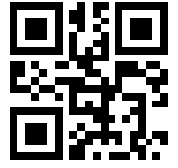
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Location of the Project :

City Tourism and Investment Promotions Office - Tourism And Heritage Division

Printed Name/ Signature

Tel No./ Cellphone No.

Date

TERMS OF REFERENCE

CONTRACT OF SERVICE FOR THE RENTAL OF LED WALL AND SOUND SYSTEM TO BE USED DURING THE MUTYA NING SAN FERNANDO 2024 IN THE CITY OF SAN FERNANDO, PAMPANGA

I. BACKGROUND

Fiestas are always a participative endeavor, with the community contributing its share in making the whole celebration a communal one. The annual celebration of the feast of St. Ferdinand on May 30, 2023 is one of the most important cultural, historical and religious events in the City of San Fernando, Pampanga that showcase unique Kapampangan unity, ingenuity and hospitality.

Mutya ning San Fernando is an annual search for young and talented Fernandinas, traditionally a part of the celebration of the Pyestang Fernandino.

This is a search for young Fernandinas from different barangays in the City who will serve as ambassadors of good will and spokespersons on the City's various advocacies such as the preservation of the environment and culture and heritage. It also serves as a training ground for the youth, to boost their confidence and public speaking skills, and empower them to participate in various community programs.

This activity is in line with our continuing recognition of the innate good looks, charm and outstanding talent of the Fernandinos. The competition is one of the most anticipated events in the city.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the **CONTRACT OF SERVICE FOR THE RENTAL OF LED WALL AND SOUND SYSTEM TO BE USED DURING THE MUTYA NING SAN FERNANDO 2024 IN THE CITY OF SAN FERNANDO, PAMPANGA** is included in the PPMP with Ref. No. 2024- 2281 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **ONE HUNDRED FIFTY THOUSAND PESOS (P150,000.00)**.

III. OBJECTIVES

The objectives of the contract of service for the rental of led wall and sound system to be used during the mutya ning san fernando 2024 in the city of san fernando, pampanga are as follows:

1. To inculcate and develop a sense of pride among Fernandinos;
2. To enhance the talents and skills of young Fernandinos through a talent search and competition;
3. To screen and select the City's next representative for various pageants, and spokespersons for various advocacies.

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
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1	Lot	<p>EVENT PACKAGE</p> <p>-AUDIO & LIGHTS 4 units DB technologies 215 A Sigma speaker 2 units RCF 745 2 units KS28 DUAL 18 SUB 4 units DB technologies opera monitor 1 unit Midas M32 digital mixer 1 unit Digital snake box 1 lot Cables 1 unit Laptop 8 units Wireless microphones 2 units wired microphones 2 units Mic stand 2 units Lyric Stand 24 units RGBW led par lights 16 units Beam 350beam spot 12 units Mac Aura 12 units Solaris 6 units XA1000 3 units Laser 1 unit Snow machine 8 units Amber white parled 1-unit Avolites Pearl experts 2 unit Smoke machine 1 unit Haze Machine 2 units Crank lights stand 2 units PDU 1 unit Follow spot</p> <p>VISUAL SYSTEM 3 Set P3 led screen system 120 panels P3 50cmx50cm cabinet 1 set Video processors 1 unit Laptop 1 set 3, 4,5 ft Riser with black cloth cover,base jack 1 unit 19" TV monitor 1 lot Patch cables and link 1 unit PDU and Power cable with 3 pcs mainline cable 1 lot HDMI cables and splitters 10 pcs Stage Frame 3 pcs Plat Form 2 pcs Counter Weight 2 pcs Back Frame with back frame support</p> <p>TRUSSES 1 set 50FT x 20ft inverted U trusses (4 pole)</p> <p>STAGE 3 set 16FT X 24FT ALUMINUM STAGES</p>	<p>Ingress - May 28, 2024</p> <p>Event Date: May 29, 2024</p>	<p>Bren Z. Guiao Convention Center</p>
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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/ 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, 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 PO/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)/ Contracts, No Delivery" Policy and comply with the delivery period.
2. Supplier must be able to complete ingress and installation at the venue on May 28, 2024 at 12:00 NN. Egress shall be on May 29, 2024 after the event.
3. Coordination with the supplier/contractor shall be the function of the CGSO- PMD as its mandate.

d. Inspection and Acceptance

1. The CGSO-PMD must be present during the activity for inspection of all the equipment and set up of the sound system and LED wall.
2. The supplier/contractor shall issue Billing Statement.
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 of 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 all the equipment needed and manpower to do the job.
- b. Provide the necessary accommodation and meals for the crew.
- c. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.
- d. Issue billing statement.
- e. Assign a representative who will coordinate and comply with all the documentary requirements of the project.

The deliverables of the City Government shall be as follows:

- a. On- time payment of the supplier/ contractor i.e., 15 days after delivery.
- b. End- user shall monitor the delivery.
- 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.

Prepared by:


April S. Tan
 Administrative Aide II

Approved by:


Ma. Lourdes Carmella Jade Pangilinan
City Tourism and Investment Promotions 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.