



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 Tables and Tiffany Chairs to be used for the Ingress of the STATE OF THE CITY ADDRESS OF HONORABLE VILMA BALLE-CALUAG "Metropolis: Mayor's Symposium on Civic Achievement" in the City of San Fernando, Pampanga**

Location of the Project : **City Mayor's Office**

Company Name

Address

Date : **May 28, 2024**

PR No. : **2024-05-00951**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, June 4, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Camille C. Mendiola


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	100	package(s)	Rental of Tables and Chairs with Linens and Skirt Covers for Chairs 100 tables 1,400 chairs			
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

Project Title : **Contract of Service for the Rental of Tables and Tiffany Chairs for the STATE OF THE CITY ADDRESS OF HONORABLE VILMA BALLE-CALUAG** *“Metropolis Reinvention: Mayor’s Symposium on Civic Achievement”*

Project Location: **City of San Fernando, Pampanga**

RATIONALE

The State of the City Address (SOCA) serves as a critical platform for transparent communication, accountability, and collaboration between the local government, stakeholders, and constituents. This proposal outlines the rationale, involved stakeholders, and objectives for the SOCA, as well as highlighting key projects and accomplishments of City Mayor Honorable Vilma Balle-Caluag.

The SOCA plays a pivotal role in fostering transparency, accountability, and citizen engagement within our city. It provides an opportunity to reflect on past achievements, current challenges, and future initiatives while ensuring that all stakeholders are informed and involved in the governance process. By presenting a comprehensive overview of the city's progress and plans, the SOCA strengthens trust and collaboration between the government and the community.

As we prepare for the SOCA, we aim to involve a wide range of stakeholders, including:

Guests from different sectors or Government Agencies
City and Barangay Public Officials and employees
Department of the Interior and Local Government (DILG)
Private sector representatives
Shareholders, business partners and investors
Constituents and community organizations
All partners of the Local Government Unit (LGU)
Department heads and key employees

We believe that the participation of these stakeholders is crucial in fostering a collaborative approach to governance and development.

OBJECTIVES

- ✚ To provide a comprehensive overview of the city's achievements, challenges, and future plans to all stakeholders, projects and accomplishments of Mayor Vilma Balle-Caluag.
- ✚ To facilitate dialogue and collaboration between the local government, stakeholders, and constituents to address key issues and prioritize initiatives for the city's development.

We believe that by organizing a well-structured and inclusive SOCA, we can foster greater unity, transparency, and progress within our city.

Thank you for considering this proposal. We look forward to your support and collaboration in making the upcoming SOCA a success.

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Project Location: **City of San Fernando, Pampanga**

Budgetary Requirements:

The Approved Budget for the Contract of Service for the Rentals of Tables and Tiffany Chairs during the **STATE OF THE CITY ADDRESS OF HONORABLE VILMA BALLE-CALUAG** *“Metropolis Reinvention: Mayor’s Symposium on Civic Achievement”* is included in the PPMP with Reference Number **2024-2300** and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **P220,000.00** amount in figure or **two hundred twenty thousand pesos amount in words.**

Minimum Requirement for the Supplier

1. The Supplier must ensure the specifications and schedule of requirements indicated in the Purchase Order.

A. The Supplier must ensure the following details:

PARTICULARS	QUANTITY	UNIT COST	AMOUNT
Rental of Tables and Chairs with Linens and Skirt Covers for Chairs 100 tables 1,400 chairs	package	2,200.00	220,000.00
TOTAL AMOUNT: P220,000.00			

2. The concerned office thru the Designated Procurement Officer will inform the supplier for the whole details of the delivery at least 1 – 2 days before the event to provide the order as per approved Purchase Order and Notice to Proceed.
3. The supplier must be open for any changes and cancellation of orders for the unforeseen circumstances.
4. The supplier must be compliant with the IATF Health and Safety Protocols.
5. The Supplier must follow the procurement, delivery and inspection procedure set by the City Government of San Fernando, Pampanga for procured good and services.

Deliverables by the Supplier and City Government

The deliverables of the supplier shall be as follows:

- a. Provide the quantity of the tables and chairs setup with linens and covers, numbers, table centerpieces and flowers being required by the project/ program; and

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- 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 i.e., 15 days after delivery regardless if the delivery is per month or Ordering Agreement.
- b. End- user shall monitor the delivery and completeness of requirements and documents to avoid delays.
- 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:

C. Estolano

Charlotte Estolano
Procurement Officer

Noted by:

M. Hipolito
Reymundo M. Hipolito, Jr.
Executive Assistant IV

Conforme:

Signature Above 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.