



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 : **Supply and Delivery of Lantern Lamp Shades and Capiz Lanterns to be used for the Promotion of Lantern Industry Project for 2024 in the City of San Fernando, Pampanga**  
Location of the Project : **City Tourism and Investment Promotions Office - Investment And Promotion Division**

\_\_\_\_\_  
Company Name Date : **May 30, 2024**  
\_\_\_\_\_  
PR No. : **2024-05-00996**  
\_\_\_\_\_  
Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Thursday, June 6, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, 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	73	pc(s)	LANTERN LAMP SHADE 10 inches height x 6 inches width 2 bulbs Capiz made with base with acetate box			
2	30	pc(s)	CAPIZ LANTERN 18 inches 11 bulbs Capiz made with bubble wrap and box			
<b>Total Amount:</b>						

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

### SUPPLY AND DELIVERY OF LANTERN LAMP SHADES AND CAPIZ LANTERNS TO BE USED FOR THE PROMOTION OF LANTERN INDUSTRY PROJECT IN THE CITY OF SAN FERNANDO, PAMPANGA FOR THE YEAR 2024

#### I. BACKGROUND

Giving justice to its iconic product Parul San Fernando, the City of San Fernando, Pampanga ensures continuous promotion of the lanterns crafted by our very own Fernandino lantern makers. The local government has always supported our local MSMEs through displaying and showcasing their creations.

The city government considers lanterns to serve as token of appreciation to people and different organizations who have offered their precious time and invaluable support to the City's programs. It is through this manner that the city can help in boosting the lantern industry and the creativity of our local community through authentic lantern craftsmanship.

#### II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Lantern Lamp Shades and Capiz Lanterns to be used for the Promotion of Lantern Industry Project in the City of San Fernando, Pampanga for the year 2024 is included in the PPMP with **Ref. No. 2024-2199** and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **ONE HUNDRED NINETY NINE THOUSAND FIVE HUNDRED PESOS (P 199,500.00)**

#### III. OBJECTIVES

The objectives of the Supply and Delivery of Lantern Lamp Shades and Capiz Lanterns to be used for the Promotion of Lantern Industry Project in the City of San Fernando, Pampanga for the year 2024 are as follows:

1. To instill Fernandino culture and values in different communities and organizations.
2. To promote the City of San Fernando's lantern industry, and by extension, the City's branding as Home of the Giant Lanterns.
3. To help lantern making businesses in the community.
4. To strengthen local economic development in the city.

#### 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

73	pcs	<b>LANTERN LAMP SHADE</b> 10 inches height x 6 inches width 2 bulbs Capiz made with base with acetate box	10 days upon issuance of DOC and NTP	CGSO Storage, Brgy. Del Pilar, CSFP
30	pcs	<b>CAPIZ LANTERN</b> 18 inches 11 bulbs Capiz made with bubble wrap and box		

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 that there are readily- available supplies 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.

c. Delivery/ Implementation period

1. Strictly observe the “No Purchase Order (PO)/ Contracts, No Delivery” Policy and comply with the delivery period.
2. The Delivery Period shall be *10 days upon issuance of DOC and NTP*.
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 of meals and to immediately notify the supplier/contractor in case of any concerns before the acceptance.
- d. Inspection and Acceptance
    1. The End- user shall accept the delivery with the (1) delivery receipts and submit immediately to the Inspector or CGSO- PSMD together with the (2) attendance sheet/s as part of the utilization where the quantity of the delivery is the same as the number of attendees and photo documentation of the delivery.

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 lantern lamp shades and Capiz lanterns 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 delivery regardless if the delivery is per month or Ordering Agreement.
- 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.

Prepared by:

  
**Mari Antonette G. Quizon**  
*Administrative Officer II*

Approved by:

  
**Ma. Lourdes Carmella Jade D. Pangilinan**  
*City Tourism and Investment Promotion Officer*

CONFORME:
_____ Signature over Printed Name
_____ Date

*Note: The 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.*