



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 : **Printing and Delivery of Street Banners/ Tarpaulin with Wooden Frames to be used for the National Heroes Day on August 2024 in the City of San Fernando, Pampanga**

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

Company Name

Address

Date : **Jul 11, 2024**

PR No. : **2024-07-01238**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Thursday, July 18, 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	85	pc(s)	Street Banners/Tarpaulin with Wooden Frames (2ft x 6ft)			
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

PRINTING AND DELIVERY OF STREET BANNERS / TARPAULIN WITH WOODEN FRAMES TO BE USED FOR THE NATIONAL HEROES DAY ON AUGUST 2024 IN THE CITY OF SAN FERNANDO, PAMPANGA

A national hero of the Philippines is a Filipino who has been recognized as a hero for his or her role in the history of the country. It is often held on the birthday of a national hero or heroine, or the anniversary of their great deeds that made them heroes.

This year the city will recognize their heroism by commemorating the National Heroes Day on August 26, 2024 through wreath offerings at the Heroes Park, City of San Fernando, Pampanga. The wreath laying ceremony will be done during the flag raising ceremony and will observe proper distancing and health protocols to our invited guests.

I. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Printing and Delivery of Street Banners / Tarpaulin with Wooden Frames to be used for the National Heroes Day on August 2024 in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. **2024-829**, which is in the amount of **FIFTY-NINE THOUSAND FIVE HUNDRED PESOS (P 59,500.00)**.

II. OBJECTIVES

1. Honor the heroism of our National and Local Heroes
2. To impart in the consciousness of the students the significance of our national and local heroes in Philippine history.
3. To develop and inculcate a sense of pride, place and heritage.

III. 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
85	pcs	Street Banners/Tarpaulin with wooden frames (2ft x 6ft)	August 2024	Lazatin Blvd., JASA Road, Consunji St., 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/ 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 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 follow the scheduled dates above.
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 tokens and to immediately notify the supplier/ contractor in case of any concerns before the acceptance.

d. Inspection and Acceptance

1. The CGSO-PMSD shall inspect and accept the delivery.
2. The supplier shall present the PO and issue Sales Invoice.
3. The CGSO-PMSD shall prepare the corresponding Inspection and Acceptance Reports.

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.

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

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

- a. Provide the quantity of the banners ^{or} for the activity;
- 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.

Prepared by:



Camille Mercado
Administrative Officer II

Approved by:

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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.