



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 Event Styling to be used for the CSFP Tourism Star Awards 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 : **Jul 29, 2024**
PR No. : **2024-07-01397**

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, August 5, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga.**

Canvassed by: _____ Approved by: _____

Rachelle M. Pangilinan 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 Styling - Stage Design - Round Tables and Chairs - Set-up of tables and chairs (table skirting and runner, centerpieces/decoration, seat covers, etc.) - Manpower - Magazine Photo Booth • 2-hour photobooth, unlimited shots • Free layout of the photo souvenir • High quality photo print, with magnet • 5 mins video highlights of the event *Package shall include the meals of the crew during ingress and egress			
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 THE EVENT STYLING OF THE CSFP TOURISM STAR AWARDS IN THE CITY OF SAN FERNANDO, PAMPANGA FOR THE YEAR 2024

I. BACKGROUND

The World Tourism Day is annually celebrated on the 27th of September to foster awareness among the international community of the importance of tourism and its social, cultural, political and economic value.

As the official day set aside in the United Nations Calendar, the celebration seeks to highlight tourism's potential to contribute to reaching the Sustainable Development Goals (SDGs); addressing some of the most pressing challenges society is faced with today.

The City of San Fernando joins the global community in celebrating tourism as a tool for community building and development, focused on positioning the City as a regional center of tourism development and activity, and organizing tourism stakeholders from different sectors to work towards inclusive tourism development.

Tourism establishments who excel in their respective fields will be recognized to encourage them to further pursue excellence in the industry and support the City's programs amidst the pandemic, through the Tourism Star Awards.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Contract of Service for the Event Styling of the CSFP Tourism Star Awards in the City of San Fernando, Pampanga for the year 2024 is included in the PPMP with Ref. No. 2024-2531 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **ONE HUNDRED TEN THOUSAND PESOS (P110,000.00)**.

III. OBJECTIVE

The following are the objectives of the Contract of Service for the Event Styling of the CSFP Tourism Star Awards in the City of San Fernando, Pampanga for the year 2024:

- To recognize the support, efforts, and achievements of tourism stakeholders amidst the pandemic.
- To take the lead in tourism development by inviting stakeholders from different sectors to take part and support the City's tourism programs.
- To synchronize the City's programs related to the tourism industry

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
1	lot	<p>Event styling</p> <ul style="list-style-type: none"> - Stage design - Round tables and chairs - Set-up of tables and chairs (table skirting and runner, centerpieces/ decoration, seat covers, etc) - Manpower - Magazine Photo booth <ul style="list-style-type: none"> • 2-hour photobooth, unlimited shots • Free layout of the photo souvenir • High quality photo print, with magnet • 5 mins video highlights of the event <p>* Package shall include the meals of the crew during ingress and egress</p>	<p>Ingress: September 23, 2024</p> <p>Egress: September 24, 2024</p>	Heroes Hall

b. Scope of Work and Responsibilities

Production Concept	The Event Stylist shall propose a central idea that will highlight the theme of the 7 th CSFP Tourism Star Awards 2024, generate a consistent and integrated feel of the entire activity, and shall execute such concept as the City Government shall approve.
Production Set Up & Design	The Event Stylist shall provide for all mounting and technical requirements, including stage design, venue decorations, photo booth and all other equipment as may be essential to the production concept which must be set-up on the day before the event. Event stylist shall also take charge in ingress and egress of the decorations.

c. 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.

d. 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 on September 2024.
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.

e. Inspection and Acceptance

1. The CGSO shall conduct an inspection on the day of the event for photo documentation.
2. The supplier/ contractor through the end- user, shall issue delivery receipt or sales invoice to the CGSO- PSMD.

Such documents will be used in notifying the concerned offices on the transaction 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. 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. (Please refer to the payment schedule)
- b. End- user shall monitor the transaction.

- c. The Procurement Officer shall assist in the monitoring 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 and submitted by:


Dianne Maryrose De Leon
Tourism Operations Officer I

Noted by:


Ma. Lourdes Carmella Jade D. 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.