



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 Package to be used for the GLF 2024 in the City of San Fernando, Pampanga on December 2024**
Location of the Project : **City Tourism and Investment Promotions Office - Tourism And Heritage Division**

Company Name _____ Date : **Jul 30, 2024**
PR No. : **2024-07-01407**
Address _____

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, August 6, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Monalyn M. Aquino
Administrative Aide VI (Buyer II)


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	<p>EVENT PACKAGE</p> <p>SOUND SYSTEM 12 units RCF HDL20a Line Array 02 units RCF HDL20a Fly-frames 04 boxes JBL SRX12a (Monitors) 06 boxes PRESONUS ULT18" Subwoofer Bass sounds</p> <p>CONSOLES AND PROCESSORS 01 unit Mackie DL32R Rack 01 unit Mackie DC16 Digital Mixing Console 01 unit CD Player (playback) 01 unit Analog Mixer Play back 01 unit laptop Music Playback 01 unit CDJ Playback 01 unit 50m Cat5 Cable Mixer 01 unit Ipad Air Mixer Control 16 channels snake cable 08 Channel Snake Cable 01 unit laptop for presentations</p> <p>MICROPHONE, STANDS, CABLES and CONNECTORS 06 units Mipro ACT5 Wireless Microphones 01 unit Antenna System for Wireless mics Lots of Sennheiser and Shure wired microphones Lots of wires and Cables Lots D.I. Boxes 01 unit Power Distribution Unit for Sound system Only Lots Royal Cable for mainline 10 condenser microphones 5 boom microphones HDMI Cables</p> <p>LIGHTS and EFFECTS 12 Units Lumilites 72bulb Amber White Parled</p>			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			(frontal) 20 units Lumilites Par LED RGBW 3x56 bulb (back drop mood lightnings) 12 units Aerolites Beam230 Moving Heads 04 units Aerolites Beam380 Super Sharpy Moving heads 02 unit 1500w Jojen Smoke Machine 01 unit Haze Machine 01 unit Power Distribution Unit for Lightning system Only 01 unit Pearl 2010 Avolite Lightning Controller Lots Royal Cable for mainline Spotlights Lighting for the main stage, tech stage, and awarding stage ROOFING/ STAGING 1 set 20ft x 50ft main stage (Height is 2ft) 1 set 10 x 30ft tech stage (Height is 3ft) 1 set 40ft x 30ft white lona for roofing. Height should be atleast 20ft. 8pcs 45degree aluminum 04 units Chainblocks LED VIDEO WALL (6 sets) 6 sets 9ft x 12ft AEROLED P3 LED video wall 6 sets 2ft - 5ft adjustable LEDWALL RISER 3 units Audio video mixer Roland V4ex 1 lot Scan converter (Extron) 1 lot Video link cables 1 lot video accessories 1 lot wires & cables 1unit Sony HD Camera Live feed - SDI Video Input Generator set			

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 PACKAGE TO BE USED DURING THE GLF 2024 IN THE CITY OF SAN FERNANDO, PAMPANGA ON DECEMBER 2024

I. BACKGROUND

The City of San Fernando, Pampanga will be celebrating the 116th year of giant lantern making. Through the years, the City has built a solid reputation as home of the best craftsmen, the finest lanterns and the biggest Christmas event in the country, the Giant Lantern Festival. The Festival, which runs for an average of 10 to 15 days, attracts thousands of local and international visitors across the globe with the lanterns being exhibited in different public spaces in the City, and nearby municipalities and cities.

Furthermore, lantern making is deeply-rooted and embedded in Fernandino culture. It is a part of life in the City, uniting the community and inspiring creativity. The tradition also reflects important Fernandino values in its execution—perseverance in pursuing excellence, innovativeness and artistic imagination, bold ambition, and solidarity. It captures and translates the essence of Fernandino identity and positions the San Fernando in the global stage as a world-class City.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Contract of Service for the Event Package to be used during the GLF 2024 in the City of San Fernando, Pampanga on December 2024 is included in the PPMP with Ref. No. 2024-2502 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of SEVEN HUNDRED THOUSAND PESOS (P700,000.00).

III. OBJECTIVES

The objectives of the Contract of Service for the Event Package to be used during the GLF 2024 in the City of San Fernando, Pampanga on December 2024 are as follows:

- Strengthen partnership with Private Sector partners.
- Provide enjoyment to all guests without sacrificing any convenience.
- To encourage community participation and bolster the continuous practice of Fernandino values.
- To inspire more tourists to visit and appreciate Fernandino culture and hospitality.

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	EVENT PACKAGE SOUND SYSTEM 12 units RCF HDL20a Line Array 02 units RCF HDL20a Fly-frames 04 boxes JBL SRX12a (Monitors)	Ingress: December 13, 2024 Event date: December 14, 2024	Robinsons Starmills Pampanga

	<p>06 boxes PRESONUS ULT18" Subwoofer Bass sounds</p> <p>CONSOLES AND PROCESSORS 01 unit Mackie DL32R Rack 01 unit Mackie DC16 Digital Mixing Console 01 unit CD Player (playback) 01 unit Analog Mixer Play back 01 unit laptop Music Playback 01 unit CDJ Playback 01 unit 50m Cat5 Cable Mixer 01 unit Ipad Air Mixer Control 16 channels snake cable 08 Channel Snake Cable 01 unit laptop for presentations</p> <p>MICROPHONE, STANDS, CABLES and CONNECTORS 06 units Mipro ACT5 Wireless Microphones 01 unit Antenna System for Wireless mics Lots of Sennheiser and Shure wired microphones Lots of wires and Cables Lots D.I. Boxes 01 unit Power Distribution Unit for Sound system Only Lots Royal Cable for mainline 10 condenser microphones 5 boom microphones HDMI Cables</p> <p>LIGHTS and EFFECTS 12 Units Lumilites 72bulb Amber White Parled (frontal) 20 units Lumilites Par LED RGBW 3x56 bulb (back drop mood lightnings)</p>		
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	<p>12 units Aerolites Beam230 Moving Heads 04 units Aerolites Beam380 Super Sharpy Moving heads 02 unit 1500w Jojen Smoke Machine 01 unit Haze Machine 01 unit Power Distribution Unit for Lightning system Only 01 unit Pearl 2010 Avolite Lightning Controller Lots Royal Cable for mainline Spotlights Lighting for the main stage, tech stage, and awarding stage</p> <p>ROOFING/ STAGING 1 set 20ft x 50ft main stage (Height is 2ft) 1 set 10 x 30ft tech stage (Height is 3ft) 1 set 40ft x 30ft white lona for roofing. Height should be atleast 20ft. 8pcs 45degree aluminum 04 units Chainblocks</p> <p>LED VIDEO WALL (6 sets) 6 sets 9ft x 12ft AEROLED P3 LED video wall 6 sets 2ft - 5ft adjustable LEDWALL RISER 3 units Audio video mixer Roland V4ex 1 lot Scan converter (Extron) 1 lot Video link cables 1 lot video accessories 1 lot wires & cables 1unit Sony HD Camera Live feed - SDI Video Input Generator set</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 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 on December 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.

d. Inspection and Acceptance

1. The End- user shall inform the CGSO- PSMD of the delivery for the latter to conduct inspection prior to the acceptance of the former.
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. Provide all the equipment needed and manpower to do the job.
- b. Provide the necessary accommodation and meals for the crew for the ingress, main event, and egress.

- 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:


Bernadette A. Tapnio
Administrative Officer II

Approved by:


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

CONFORME:
_____ Signature over Printed Name

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.