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 to be used for the City Tourism Branding Collaterals for 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 : **Aug 5, 2024**

PR No. : **2024-07-01445**

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 12, 2024 10:00 AM** at **CGSO Bldg., City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Rachelle M. Pangilinan

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	150	pc(s)	Lantern Lamp Shade - Capiz made with base - Size: 10in (H) x 6in (W) - 2 bulbs - With acetate box			
				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

SUPPLY AND DELIVERY OF LANTERN LAMP SHADES TO BE USED FOR THE CITY TOURISM BRANDING COLLATERALS FOR 2024 IN THE CITY OF SAN FERNANDO, PAMPANGA

I. BACKGROUND

Branding is a marketing strategy that includes place marketing and place promotion. Place branding is the process of image communication to a target market. It is invariably related to the notion that places compete with other places for people, resources and business.

With this, the City Government of San Fernando, Pampanga deems it appropriate to produce new batch of collaterals in order to make the Fernandinos culturally immersed and more knowledgeable about the City of San Fernando, Pampanga and to hype the interest and make the Fernandinos participative in the activities of the city. This is also to make San Fernando, Pampanga socially present.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Lantern Lamp Shades to be used for the City Tourism Branding Collaterals for 2024 in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2023-529 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **TWO HUNDRED TWENTY-FIVE THOUSAND PESOS (P225,000.00)**.

III. OBJECTIVES

The objectives of the Supply and Delivery of Lantern Lamp Shades to be used for the City Tourism Branding Collaterals for 2024 in the City of San Fernando, Pampanga is to increase awareness and strengthen the city's tourism branding.

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.	Item Description/ Specifications	Delivery Date	Location
150 pcs	Lantern Lamp Shade - Capiz made with base - Size: 10in (H) x 6in (W) - 2 bulbs - With acetate box	September 2024	Giant Lantern and Tourist Information Center, 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 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.

d. Inspection and Acceptance

1. The CGSO shall accept the delivery with the (1) delivery receipts, and the end-user must submit to the CGSO the utilization sheet where the quantity of the delivery is the same as indicated in the utilization sheet.

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 lampshade 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.

Prepared and submitted by:

Dianne Maryrose De Leon
Tourism Operations Officer I

Noted by:

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