



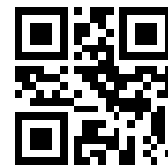
Republic of the Philippines  
Province of Pampanga

City of San Fernando

Office of the Bids and Awards Committee

**REQUEST FOR QUOTATION**

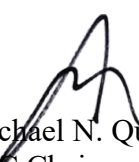
(FM-CSFP-CGSO-39; Revision No.03; 04/01/2022)



Project Title : **Printing and Delivery of IDs with Case and Lace and Car Passes to be used for the GLF 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 : **Aug 29, 2024**  
PR No. : **2024-08-01473**  
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, September 5, 2024 10:00 AM** at **CGSO Bldg., City Civic Center, Alasas, City of San Fernando, Pampanga.**

Canvassed by: \_\_\_\_\_ Approved by:   
Camille C. Mendiola 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	500	pc(s)	Printing of IDs Size: 4 x 5 inches Paper: c2s 180 1-sided printing			
2	500	pc(s)	ID Lace Size: 1 in x 3/4 in Full Sublimation Print Durable Lanyard Material Sewed Thread			
3	500	pc(s)	ID Case Size: 4 x 5 inches			
4	300	pc(s)	Carpas Size: 5.5 x 8.5 inches Paper: c2s 180 1-sided printing			
<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

### PRINTING AND DELIVERY OF IDS WITH CASE AND LACE AND CAR PASSES TO BE USED DURING THE GLF 2024 IN THE CITY OF SAN FERNANDO, PAMPANGA IN 2024

#### I. BACKGROUND

The City of San Fernando, Pampanga will be celebrating the 116<sup>th</sup> 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.

The Festival has always been multi-sectoral in nature. Through the years, various sectors of the community have been included in the celebration. In recent years, schools, national government agencies, homeowners' associations, travel operators and guides, and business establishments have become involved in the festivities through various competitions and activities.

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.

One of the major factors of this festival to be successful is the proper planning and implementation of different logistical needs and requirements.

#### II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Printing and Delivery of the IDs with case and lace and Car passes to be used during the GLF 2024 in the City of San Fernando, Pampanga in 2024 included in the PPMP with Ref. No. 2024-2500 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **EIGHTY-FOUR THOUSAND PESOS (P 84,000.00)**.

#### III. OBJECTIVES

The objectives of the Printing and Delivery of the IDs with case and lace and Car Passes to be used during the Giant Lantern Festival 2024 in the City of San Fernando, Pampanga in 2024 are as follows:

- Strengthen partnership with Private Sector partners.
- Ensure the safety, security, and traffic management of the concerned viewers.
- *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
500	pcs	Printing of IDs Size : 4 x 5 inches Paper : c2s 180 <i>1-sided printing</i>	NOVEMBER 2024	Giant Lantern & Tourist Information Center (GLTIC) San Jose, CSFP

500	pcs	ID Lace Size : 1in x 3/4in Full sublimation print Durable lanyard material Sewed thread	NOVEMBER 2024	GLTIC San Jose, CSFP
500	pcs	ID Case Size : 4 x 5 inches	NOVEMBER 2024	GLTIC San Jose, CSFP
300	pcs	Carpass Size: 5.5 x 8.5 inches Paper : c2s 180 1-sided printing	NOVEMBER 2024	GLTIC San Jose, 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 in November 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 to notify the concerned offices regarding 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 collaterals 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 of 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:

  
**Reagard B. Caladio**  
Project Development Officer I

Approved by:

  
**Ma. Lourdes Carmella Jade Pangilinan**  
City Tourism 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.*