



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 MICE Brochure/Magazine and Tourism Brochures to be given to the Local and Foreign Tourists for 2024 in the City of San Fernando, Pampanga**

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

|         |  |               |                      |
|---------|--|---------------|----------------------|
|         |  | <b>Date :</b> | <b>Aug 28, 2024</b>  |
|         |  |               | <b>PR No. :</b>      |
| Address |  |               | <b>2024-08-01590</b> |

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Wednesday, September 4, 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                    | 1000 | pc(s) | MICE Brochure/magazine<br>A5 (5.8 inches x 8.3 inches)<br>20 pages |         |            |       |
| 2                    | 2500 | pc(s) | Tourism Brochures<br>A4 Trifold brochure<br>No. of designs: 2      |         |            |       |
| <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 MICE BROCHURE/ MAGAZINE AND TOURISM BROCHURES TO BE GIVEN TO LOCAL AND FOREIGN TOURISTS IN THE CITY OF SAN FERNANDO, PAMPANGA FOR THE YEAR 2024

#### I. BACKGROUND

The Meetings, Incentives, Conventions and Exhibitions or MICE sector continues to show great potential in boosting the country's tourism economy. MICE facilities normally offer fine venues and high-class hotels fitting for special events and international gatherings. These facilities are usually multifunctional and are built to deliver both on business and leisure.

The City of San Fernando, aiming to be a world-class international tourism destination, places strategic importance on business events promotion and gives its full support to the MICE Industry.

With that, the city will prepare its own MICE Kit for the sustainable MICE tourism industry growth in the city.

#### II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Printing and Delivery of Mice Brochure/ Magazine and Tourism Brochures to be Given to Local and Foreign Tourists in The City of San Fernando, Pampanga for the Year 2024 is included in the PPMP with Ref. No. 2024-2682 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **THREE HUNDRED THOUSAND PESOS (P300,000.00)**.

#### III. OBJECTIVES

The following are the objectives of the Printing and Delivery of Mice Brochure/ Magazine and Tourism Brochures to be Given to Local and Foreign Tourists in The City of San Fernando, Pampanga for the Year 2024:

- To encourage stakeholders to hold events and do business with our MICE facilities.
- To strengthen the city's identity by broadening people's knowledge and interest about the city.
- To make people aware of the city's branding, its brand story and services.
- To widely promote the city's history, culture, and attractions to both local and foreign tourists.
- To serve as an informational guide, and souvenir to tourists visiting the city.

#### 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  |
|--------------|--|---------------|---|
| 1,000<br>pcs | MICE Brochure/ magazine<br>A5 (5.8 x 8.3inches)<br>20 pages      | October 2024  | Giant Lantern<br>and Tourist<br>Information<br>Center, CSFP |
| 2,500<br>pcs | Tourism Brochures<br>A4 Trifold brochure<br><br>No. of design: 2 |               |   |

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 October 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 MICE Brochure/ Magazines and Tourism Brochures 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.*