



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 Rental of Game Booth to be used for the 124th Civil Service Anniversary Celebration - Pamper Day in the City of San Fernando, Pampanga**

Location of the Project : **City Human Resource Management Office**

		Date :	Sep 19, 2024
Company Name		PR No. :	2024-09-01734
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, September 23, 2024 10:00 AM** at **CGSO Building, 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	3	unit(s)	3 in 1 Carnival Game Booth Dimensions: 5'L X 19'W X 10'H Product Category: carnival games Recommended For: All Ages Requirements: 1 x 20amp Dedicated Circuit			
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 RENTAL OF GAME BOOTH TO BE USED FOR THE 124TH CIVIL SERVICE ANNIVERSARY CELEBRATION - PAMPER DAY IN THE CITY OF SAN FERNANDO, PAMPANGA

I. BACKGROUND

Pursuant to Presidential Proclamation No. 1050 series of 1997, the month of September was declared as the Civil Service Month, making it one of the most important months in the field of civil service. Last year, the Civil Service Commission, being the spearhead agency, introduced the 10-year overarching theme: “*Transforming Public Service in the Next Decade: Honing Agile and Future-Ready Servant-Heroes*” giving prime focus on the collective experience of the government workforce in the new normal and pushing for digital transformation and innovations to uphold public service excellence and continuity.

Furthermore, being a responsive agency, the City Government also deems it necessary to pay tribute and recognition to the workforce as they have also proven their resilience and readiness to surpass all the hardships and trials that the pandemic has presented. The Civil Service Month celebration would be a venue to reward, debrief, re-strategize and rekindle the employees’ passion towards work.

In view of the above, the City Government shall hold a Agency Pamper Day Caravan deemed necessary to recognize all the hardworking and dedicated city government employees.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Contract of Service for the Rental of Game Booth to be used for the 124th Civil Service Anniversary Celebration - Pamper Day in the City of San Fernando, Pampanga shall be charged to the City Human Resource Management Office’s Fund for Health and Wellness Program and is included in the PPMP with Ref. No. 2024-2978 and is already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of FIFTY FOUR THOUSAND PESOS (P54,000.00).

III. OBJECTIVE

The rental of services shall be utilized during the conduct of Pamper Dy Caravan implemented by the City Human Resource Management Office in the City of San Fernando, Pampanga as part of the activities in commemoration of the 124th Civil Service Anniversary Celebration.

IV. TERMS AND CONDITIONS

During the procurement process and delivery/ implementation of the contract, the end- user and the supplier/ contractor shall follow the product specification below:

a. Specifications/ Schedule of Requirements

Unit	Item Description/ Specifications	Delivery Date	Location
3 units	3 in 1 Carnival Game Booth Dimensions: 5'L X 19'W X 10'H Product Category: carnival games Recommended For: All Ages Requirements: 1 x 20amp Dedicated Circuit	Tentative : September 2024	Atrium City Hall, Heroes Hall Covered Court City Civic Center

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 that 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.
6. For onsite delivery, ensure the coordination with the Inspector from the CGSO- Property and Supply Management Division (PSMD) for the inspection of the delivery in terms of quantity and quality of meals and to immediately notify the supplier/ contractor in case of any concerns before the acceptance.

d. Inspection and Acceptance

1. The End- user shall accept the delivery with the (1) delivery receipts, and submit immediately to the Inspector or CGSO- PSMD together with two (2) attendance sheet/s as part of the utilization where the quantity of the delivery is the same as the number of attendees and photo documentation of the delivery.

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:

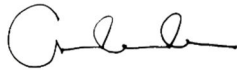
- a. Provide the quantity of group dynamics materials being required by the project/ program; and
- b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.

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, prepare a Verified Report.

Prepared and submitted by:



Laurence Andrade
Procurement Officer- CHRMO

Approved by:



Gian Carlo R. Angeles
Acting CHRMO Officer

CONFORME:

Signature over Printed Name

Date

Note: The 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.