



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 Pyestang Fernandino Souvenir Program 2024 to be given to the Public and Private Sector partners in the City of San Fernando, Pampanga**

Location of the Project : **City Tourism and Investment Promotions Office**


	Date : Oct 3, 2024
Company Name	PR No. : 2024-10-01861
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, October 10, 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	100	pc(s)	PYESTANG FERNANDINO SOUVENIR PROGRAM Size: 8.5 inches x 11 inches Paper: Inside Matte 100 Cover C2S220 Process: Full Color with Matte Lamination No. of Pages: 100			
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

PRINTING AND DELIVERY OF PYESTANG FERNANDINO SOUVENIR PROGRAM 2024 TO BE GIVEN TO THE PUBLIC AND PRIVATE SECTOR PARTNERS IN THE CITY OF SAN FERNANDO, PAMPANGA

I. BACKGROUND

Pyestang Fernandino is uniquely a participative endeavor wherein the community unites for its success. The annual celebration is one of the most important cultural events in the City of San Fernando, Pampanga that showcases the unique Kapampangan unity, ingenuity and hospitality.

An inclusive planning process ensures that both the public and private sectors are duly represented and involved.

The city and the committee recognize the important role of our private partners and thus, plans to come up with the Pyestang Fernandino 2024 Souvenir Program which will showcase the various events during this festive season. The program will also aid fund raising through the advertisement of sponsors and advertisers.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Printing and Delivery of Pyestang Fernandino Souvenir Program 2024 to be given to the public and private sector partners in the City of San Fernando, Pampanga is included in the PPMP with **Ref. No. 2024-2762** and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **SIXTY FIVE THOUSAND PESOS (P 65,000.00)**.

III. OBJECTIVES

The objectives of the Printing and Delivery of Pyestang Fernandino Souvenir Program 2024 to be given to the public and private sector partners in the City of San Fernando, Pampanga are as follows:

1. To document the Pyestang Fernandino 2024 events in a magazine-type souvenir Program to be distributed to public and private sector partners, as well as TREs.
2. To aid fundraising for Pyestang Fernandino events.

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
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100	pcs	<p>PYESTANG FERNANDINO SOUVENIR PROGRAM</p> <p>Size: 8.5 in x 11 in</p> <p>Paper: Inside Matte 100 Cover C2S220</p> <p>Process: Full Color with Matte Lamination</p> <p>No. of Pages: 100</p>	10 days upon issuance of DOC and NTP	CGSO Storage, Brgy. Del Pilar, CSFP
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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/ contractor.
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 *10 days upon issuance of DOC and NTP.*
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.

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 the (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 pyestang fernandino souvenir program 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 by:


Mari Antonette G. Quizon
Administrative Officer II

Approved by:

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