



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 Event Package to be used for the 2024 CSFP Lantern Decorations Ceremonial Light Up in the City of San Fernando, Pampanga**

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

Company Name	Date : <b>Oct 8, 2024</b>
Address	PR No. : <b>2024-10-01872</b>

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, October 15, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Jannelle D.A. Tungcab

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	1	lot	Event Package including: -LED Wall 9ft x 12ft -Stage/Platform -1 Performer -Lights -2 Sparkular Machine -Bibingka and Puto Bumbong Booth -Tsokolateng Batirol Station			
<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

### CONTRACT OF SERVICE FOR THE EVENT PACKAGE TO BE USED FOR THE 2024 CSFP LANTERN DECORATIONS CEREMONIAL LIGHT UP IN THE CITY OF SAN FERNANDO, PAMPANGA

#### I. BACKGROUND

The City of San Fernando, Pampanga, gateway to North Philippines and Regional Center for Central Luzon, is known for its historical attractions, festivals and cultural events, local products and cuisine. Dubbed as the Christmas Capital of the country, it is the city's yearly practice to showcase its magnificent lanterns in different parts of the city.

The annual staging of the Fernandino Lantern decors desires to display the local talents and artistry of the Fernandino lantern makers.

To formally commence the coming of the yuletide season, a ceremonial light up of the city's lanterns and lights display is done with representatives from private organizations, lantern industry players and city government officials to witness the event.

#### II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Contract of Service for the Event Package to be used for the 2024 CSFP Lantern Decorations Ceremonial Light Up in the City of San Fernando, Pampanga is included in the PPMP with **Ref. No. 2024-3020** and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **ONE HUNDRED TWENTY THOUSAND EIGHT HUNDRED PESOS (120,800.00)**.

#### III. OBJECTIVES

The objectives of the Contract of Service for the Event Package to be used for the 2024 CSFP Lantern Decorations Ceremonial Light Up in the City of San Fernando, Pampanga are as follows:

1. To showcase the talent of Fernandino lantern makers.
2. To help lantern makers generate more income thereby also creating more job.
3. To further promote the lantern industry in the city.
4. To promote public and private partnership.
5. To boost the tourism industry in 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.	Unit	Item Description/ Specifications	Delivery Date	Location
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1	Lot	Event Package including: -LED Wall 9ft x 12ft -Stage/Platform -1 Performer -Lights -2 Sparkular Machine -Bibingka and Puto Bumbong Booth -Tsokolateng Batirol Station	10 days upon issuance of DOC and NTP	On-site
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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 quality of event package 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:

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Signature over Printed Name

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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.*