



Republic of the Philippines  
Province of Pampanga

**City of San Fernando**

**Office of the Bids and Awards Committee**

**REQUEST FOR QUOTATION**

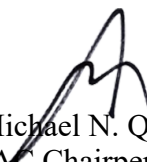
(FM-CSFP-CGSO-39; Revision No.03; 04/01/2022)

Project Title : **Contract of Service for the Hotel Accommodation with Meals of the Instructor for the Community Based Disaster Risk Reduction and Management Training Course (CBDRRM) for Barangay (Batch 1 & Batch 2) in the City of San Fernando, Pampanga**

Location of the Project : **City Mayor's Office - City Disaster Risk Reduction and Management Division**

Company Name \_\_\_\_\_ Date : **Oct 8, 2024**  
PR No. : **2024-10-01873**  
Address \_\_\_\_\_

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:   
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
<b>Day 1 (Batch 1) - Hotel Accommodation</b>						
1	3	room(s)	Premier Twin good for 2 pax Inclusions: --Free wi-fi --Free use of the TAVERN swimming pool --Free breakfast			
2	1	room(s)	Premier Room good for 1 pax Inclusions: --Free wi-fi --Free use of the TAVERN swimming pool --Free breakfast			
<b>Day 1 (Batch 1) - Dinner</b>						
3	7	pax	APPETIZER – Hot Wings MAIN COURSE – Caldaretang Spare Ribs With Steamed Rice & Nestea House Blend Dessert – Leche Flan			
<b>Day 2 (Batch 1) - Hotel Accommodation</b>						
4	3	room(s)	Premier Twin good for 2 pax Inclusions: --Free wi-fi --Free use of the TAVERN swimming pool --Free breakfast			
5	1	pax	Premier Room good for 1 pax Inclusions: --Free wi-fi --Free use of the TAVERN swimming pool --Free breakfast			
<b>Day 2 (Batch 1) - Dinner</b>						



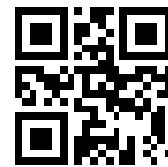
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## REQUEST FOR QUOTATION

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



Project Title :

**Contract of Service for the Hotel Accommodation with Meals of the Instructor for the Community Based Disaster Risk Reduction and Management Training Course (CBDRRM) for Barangay (Batch 1 & Batch 2) in the City of San Fernando, Pampanga**

Location of the Project :

**City Mayor's Office - City Disaster Risk Reduction and Management Division**

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
6	7	pax	APPETIZER – Caesar’s Salad MAIN COURSE – Crispy Pork Belly Kare-Kare Caldaretang Spare Ribs With Steamed Rice & Nestea House Blend Dessert – Ale Ube			
<b>Day 1 (Batch 2) - Hotel Accommodation</b>						
7	3	room(s)	Premier Twin good for 2 pax Inclusions: --Free wi-fi --Free use of the TAVERN swimming pool --Free breakfast			
8	1	room(s)	Premier Room good for 1 pax Inclusions: --Free wi-fi --Free use of the TAVERN swimming pool --Free breakfast			
<b>Day 1 (Batch 2) - Dinner</b>						
9	7	pax	APPETIZER – Chicharon Bulaklak MAIN COURSE – Cheesy Kalderetang Baka with Steamed Rice & Nestea House Blend			
<b>Day 2 (Batch 2) - Hotel Accommodation</b>						
10	3	room(s)	Premier Twin good for 2 pax Inclusions: --Free wi-fi --Free use of the TAVERN swimming pool --Free breakfast			
11	1	room(s)	Premier Room good for 1 pax Inclusions: --Free wi-fi --Free use of the TAVERN swimming pool --Free breakfast			
<b>Day 2 (Batch 2) - Dinner</b>						
12	7	pax	APPETIZER – Ensaladang Paku MAIN COURSE – Begukan Lechon Kawali with Steamed Rice & Nestea House Blend			
<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 HOTEL ACCOMMODATION WITH MEALS OF INSTRUCTOR FOR THE COMMUNITY BASED DISASTER RISK REDUCTION AND MANAGEMENT TRAINING COURSE (CBDRRM) FOR BARANGAY (BATCH 1 & BATCH 2) IN THE CITY OF SAN FERNANDO, PAMPANGA.

#### I.BACKGROUND

Community-based disaster risk reduction management (CBDRRM) is an approach to build the capacity of communities, to assess their vulnerability to both human induced and natural hazards and develop strategies and resources necessary to prevent and/or mitigate the impact of identified hazards following its onset. CBDRRM strategies have become increasingly important in the face of global climate change, increased populations expanding into more vulnerable regions, and the heightened recognition of a need for greater linkages between top-down governmental and community level responses. CBDRRM empowers communities to be pro-active in disaster management and creates a space for them to develop strategies on their own.

In order to develop better appreciation and understanding of the CBDRRM, there is a need to conduct a CBDRRM Training catering the 35 Barangays, which will highlight discussions on the roles and responsibilities of the community in achieving disaster resiliency. Hence, the concept note for the said training is prepared for this purpose.

#### II.BUDGETARY REQUIREMENT

The Budgetary Requirement for Contract of Service for the Hotel Accommodation with Meals of Instructor for the Community Based Disaster Risk Reduction and Management Training Course (CBDRRM) for Barangay (Batch 1 & Batch 2) in the City of San Fernando, Pampanga, is included in the PPMP in the amount of NINETY THOUSAND SIX HUNDRED PESOS (P 90,600.00).

#### III.OBJECTIVES

The activity aims to strengthen and equip the community to effectively respond in times of disasters. It also enhances an understanding among the disaster managers and development practitioners about community-based approaches to disaster risk management. The participants will also prepare their respective work and financial plan based on their 5% calamity fund and to identify community DRRM needs.

#### 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
12	rooms	Premier Twin (2 pax/room)	October 2024	City of San Fernando, Pampanga
4	room	Premier Room (1 pax/room)		
7	pax	<b>Day 1 – Batch 1</b> Dinner		
7	pax	<b>Day 2 – Batch 1</b> Dinner		
7	pax	<b>Day 1 – Batch 2</b> Dinner		
7	pax	<b>Day 2 – Batch 2</b> Dinner		

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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 venue 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 schedule 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 service delivery period.
2. The contract of service shall be within October 2024.
3. During the contract of service, strictly follow the provisions enumerated in the Terms and Conditions of the PO/ Contract including the service delivery, Penalty, among others.
4. In case there is a change in the service delivery schedule, 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 and to immediately notify the supplier/ contractor in case of any concerns before the acceptance.

d. Inspection and Acceptance

1. The CGSO-PSMD shall inspect the venue during the delivery of service
2. The supplier/contractor shall present the PO and issue Sales Invoice.
3. The CGSO-PSMD shall prepare the corresponding Inspection and Acceptance Report/s

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. Deliver the services provided in the Terms of References; and
- b. Strictly follow the schedule of service delivery and timely provision of requirements based on the schedule.

The deliverables of the City Government shall be as follows:

- a. On-time payment of the supplier/contractor i.e., 15 days after the 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:

  
**RAYMOND B. DEL ROSARIO**  
City DRRM 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.