



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 Tour Package Postcards to be given to the Local and Foreign Tourists in the City of San Fernando, Pampanga for the year 2024**

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

Company Name

Address

Date : **Oct 8, 2024**

PR No. : **2024-10-01880**

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:

Paolo Cesar E. Areola


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	1800	pc(s)	Full color, back-to-back postcards 4in x 6in c2s 220 No. of designs: 2			
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 TOUR PACKAGE POSTCARDS TO BE GIVEN TO THE LOCAL AND FOREIGN TOURISTS IN THE CITY OF SAN FERNANDO, PAMPANGA FOR THE YEAR 2024

I. BACKGROUND

In the era of digitalization, postcards and flyers are still, in fact, among the effective ways to spread information. Aside from being visually pleasing, it is something people can hold and feel. It can be easily distributed and are cost-effective.

The City of San Fernando's rich tourist attractions will be promoted through printed three-fold flyers. Department of Tourism accredited tourism-related establishments in the city will also be included.

Tourism postcards, flyers and/ or tourism collaterals will encourage tourists to visit the places, and will help them create a connection with the place. It may leave a lasting impression, which in itself, is already an engaging experience.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Printing and Delivery of Tour Package Postcards to be given to the Local and Foreign Tourists in the City of San Fernando, Pampanga for the year 2024 is included in the PPMP with Ref. No. 2024-2492 and 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 following are the objectives of the Printing and Delivery of Tour Package Postcards to be given to the Local and Foreign Tourists in the City of San Fernando, Pampanga for the year 2024:

- To promote the city's Farm and Gastronomy Tour Package.
- To boost the city's tourist arrivals, and revenue.
- To help generate income for the involved establishments, and tour guides in the city.
- To encourage and help tourists in finding and planning their itinerary 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
1,800	pcs	Full color, back-to-back postcards 4x6in c2s 220 No. of designs: 2	November 2024	Giant Lantern and Tourist Information Center, CSFP

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 November 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-PMSD shall inspect and accept the delivery.
2. The supplier shall present the PO and issue Sales Invoice.
3. The CGSO-PMSD shall prepare the corresponding Inspection and Acceptance Reports.

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 postcards 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. (Please refer to the payment schedule)
- b. End- user shall monitor the transaction.
- c. The Procurement Officer shall assist in the monitoring 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:


Dianne Maryrose De Leon
Tourism Operations Officer I

Noted by:


Ma. Lourdes Carmella Jade D. Pangilinan
City Tourism and Investment Promotions 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/proaram might be affected as well as the performance of the supplier/contractor.