



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 Event Organizer to be used during the 2024 General Assembly of City Officials, Employees and Attached Agencies of the City Government of San Fernando, Pampanga**

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

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

Date : **Nov 28, 2024**

PR No. : **2024-11-02312**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, December 2, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Lorraine Kate M. Escoto

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	package(s)	<ul style="list-style-type: none"> <li>• Contract of Service for Event Organizer Package</li> <li>o Floor &amp; Technical Direction</li> <li>o Stage Management</li> <li>o Ushers</li> <li>o Technical Assistants</li> <li>o Photo &amp; Video Coverage for the pre-event and event proper</li> <li>o Choreographer for the performance of City Officials</li> </ul>			
<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 EVENT ORGANIZER TO BE USED DURING THE 2024 GENERAL ASSEMBLY OF CITY OFFICIALS, EMPLOYEES AND ATTACHED AGENCIES OF THE CITY GOVERNMENT OF SAN FERNANDO, PAMPANGA**

#### **I. BACKGROUND**

Despite the situation in the recent years, the City Government of San Fernando has remained to be a multi-awarded local government unit, recognized for its excellence in governance, innovation, and public service across various sectors. This is evidenced by regional and national-level awards it received from 2023 to present such as its 2023 & 2024 ISO 9001:2015 certification; Top 6 Most Competitive City in the Philippines; highly functional ratings of its Anti-Drug Abuse Council, Persons with Disability Affairs Office, City Local Committee Against Trafficking and Violence Against Women and their Children and Local Council for the Protection of Children; 2023 Good Financial Housekeeping Passer; Model Cities and Municipalities Awards in the categories: Model City, Infrastructure Innovator, Tourism and Culture Hub, and Tech Territory; multiple category awards from the Gawad Parangal sa Nutrisyon and Regional Winner of the Model ECCD Implementor Award to name a few.

For the City Government to ensure the sustainability and continuity of excellence in the delivery of its projects, programs and activities, the conduct of an assessment of the strengths, weaknesses and opportunities for improvement of the agency specifically its human resource is necessary. In addition, a teambuilding activity is also considered vital in sustaining the motivation and well-being of the LGU's workforce as we highly attribute the abovementioned awards and other achievements of the LGU to them.

In view of the above, the LGU aims to celebrate its past successes while making continuously improvement in its programs in the coming year through assessment, evaluation and development of strategic plans. Thus, an annual general assembly for all LGU employees and partner national government agencies is proposed.

#### **II. BUDGETARY REQUIREMENT**

The Contract of Service for Event Organizer to be used during the 2024 General Assembly of City Officials, Employees and Attached Agencies of the City Government of San Fernando, Pampanga shall be charged to the City Human Resource Management Office's Training Fund and is included in the PPMP with Code No. 2024-3417 and is already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of ONE HUNDRED THIRTY FIVE THOUSAND PESOS (P 135,000.00)

#### **III. OBJECTIVE**

The Contract of Service of Event Organizer Package shall be utilized during the conduct of General Assembly 2024 for City Government Officials, Employees and Personnel from its attached agencies.

#### **IV. TERMS AND CONDITIONS**

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

a. Specifications/ Schedule of Requirements

Item No.	Unit	Particulars	Quantity
1	package	<ul style="list-style-type: none"> <li>• Contract of Service for Event Organizer Package               <ul style="list-style-type: none"> <li>○ Floor &amp; Technical Direction</li> <li>○ Stage Management</li> <li>○ Ushers</li> <li>○ Technical Assistants</li> <li>○ Photo &amp; Video Coverage for the pre-event and event proper</li> <li>○ Choreographer for the performance of City Officials</li> </ul> </li> </ul>	1

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 the services are readily- available 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 Service Delivery Period shall be on December 5, 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 Service 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 services, materials and/or other logistical requirements 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 and accept the delivery.
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**

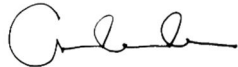
The deliverables of the supplier/ contractor shall be as follows:

- a. Provide the services required in the event as indicated in this TOR; and,
- b. Timely provision of services, materials and other logistical 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 CHRM 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.