



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 Provision of Management and Administrative Consulting Services at the Office of the Sangguniang Panlungsod for 1st Semester of 2025 in the City of San Fernando, Pampanga**

Location of the Project : **Office of the Sangguniang Panlungsod**

Company Name

Address

Date : **Jan 15, 2025**

PR No. : **2024-12-02565**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, January 20, 2025 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	6	mos	Consultancy Services - Reviewing existing processes and procedures in the Office of the Sangguniang Panlungsod to identify inefficiencies and assisting the office develop new policies, for the effective operation and improvements of the processes and procedures of the Legislative Department. - Providing advice, suggestions and recommendations on draft resolutions and ordinances ready for the approval of Sangguniang Panlungsod members. - Providing advice on how to improve employee morale and productivity by setting up an office layout and environment that is conducive for work. - Providing support to staff members by answering questions (either through phone calls/text or e-mail), resolving issues and visiting the office once a week.			
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
CONTRACT OF SERVICE FOR THE PROVISION OF MANAGEMENT AND ADMINISTRATIVE CONSULTING SERVICES AT THE OFFICE OF THE SANGGUNIANG PANLUNGSOD FOR 1st SEMESTER OF 2025 IN THE CITY OF SAN FERNANDO, PAMPANGA

a. BACKGROUND

The local government have played a significant role in treading the path and the quality of development in the community. Local officials in the city aims to become effective leaders, which in turn can build effective LGU's that can be responsive to the local government and good local governance. To achieve exceptional result in responding to this development the collaborative effort of the whole SP secretariat is deemed necessary, given the vacancy on the present organizational structure.

Hence, the City Government of San Fernando, Pampanga through the Office of the Sangguniang Panlungsod intends to engage the consultancy services of a technical person whose expertise and capacity is to give preferential attention to the administrative matters in the Office of the Sangguniang Panlungsod.

b. OBJECTIVES

To complement the manpower requirements of the existing Sanggunian Secretariat with the vision of augmenting and upgrading its performance capability for the efficient and effective operation of the legislative mechanism of the city.

c. SCOPE

1. Reviewing existing processes and procedures in the Office of the Sangguniang Panlungsod to identify inefficiencies and assisting the office develop new policies, for the effective operation and improvements of the processes and procedures of the Legislative Department.
2. Proofreading of draft and proposed resolutions and ordinances
3. Providing advice, suggestions and recommendations on draft resolutions and ordinances ready for the approval of Sangguniang Panlungsod members.
4. Providing advice on how to improve employee morale and productivity by setting up an office layout and environment that is conducive for work.
5. Providing support to staff members by answering questions (either through phone calls/text or e-mail), resolving issues, and visiting the office once a week.
6. Perform other tasks that may be required of him by the Sangguniang Panlungsod.

d. PROVISIONS FROM THE LGU-CSFP

1. Compensation for the services rendered from January to June 2025 of a consultation fee amounting to **One Hundred Eighty Thousand Pesos (PhP180,000.00)**.

Prepared by:


MARLENE M. YALUNG
Procurement Officer

Approved by:


Hon. BENEDICT JASPER SIMON R. LAGMAN
City Vice Mayor

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.