



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 Rental of Bus to be used for the Agency Employees' Day 2025 of the City Government of San Fernando, Pampanga**  
Location of the Project : **City Human Resource Management Office**

\_\_\_\_\_  
Company Name  
Date : **Jan 14, 2025**  
PR No. : **2025-01-00022**  
\_\_\_\_\_  
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, January 21, 2025 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga.**

Canvassed by: **Paolo Cesar E. Areola**  
Approved by: **Engr. Michael N. Quizon, Jr.**  
*(Signature)*  
**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	38	unit(s)	Can Accommodate - 49 pax (2x2) with Air-Con Inclusion : Fuel Cost, Toll Fee			
<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 RENTAL OF BUS TO BE USED FOR THE AGENCY EMPLOYEES' DAY 2025 OF THE CITY GOVERNMENT OF SAN FERNANDO, PAMPANGA

#### I. BACKGROUND

The City Government understands that a healthy workplace is built on a strong culture of wellness, recognizing that well-being is a continuous journey rather than a one-time event. With this in mind, the City has invested in making wellness a permanent part of its employees' lives through a comprehensive Health and Wellness Program. This program aligns with Agenda Number 2: Health and promotes a proactive approach to maintaining physical, mental, emotional, and financial health across all departments.

To support this vision, the City has implemented several key initiatives over the past years. Employees now have access to health cards; Annual Physical Examinations are required, supporting early detection and management of health concerns. In addition, wellness sessions, periodic breaks, fun runs, and Sportsfests have become regular features, encouraging team bonding and healthy lifestyle choices.

The City's wellness initiatives reflect a commitment to nurturing a positive workplace culture that prioritizes well-being. This culture is shaped by clear job expectations, motivational programs, and work-life balance options, all of which help employees feel supported, valued, and engaged. Recognizing that wellness is about more than the absence of illness, the City focuses on keeping employees' bodies, minds, and spirits in optimal condition to enhance productivity and resilience.

In light of this, the City proposes a celebration: Agency Employee's Day. This event will serve as the highlight of the Health and Wellness Program, reinforcing the importance of well-being, fostering camaraderie among employees, and acknowledging the collective commitment to creating a healthy, balanced, and productive work environment.

#### II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the **Contract of Service for the Rental of Bus to be used for the Agency Employees' Day 2025 of the City Government of San Fernando, Pampanga** included in the PPMP with Ref. No. 2025-1537 is already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of SEVEN HUNDRED SIXTY THOUSAND PESOS (**P760,000.00**).

#### III. OBJECTIVE

- Provision of safe transportation service to and from the venue of participants.

#### IV. TERMS AND CONDITIONS

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

Qty	Unit	Item Description/ Specifications	Delivery Date	Location
38	Units	Can Accommodate - 49 pax (2x2) with Air-Con  Inclusion : Fuel Cost, Toll Fee	March 18-20, 2025	Heroes Hall to Bataan White Corals, Morong, Bataan, and vice-versa

## 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.
- a. 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 on March 18-20, 2025.
  3. During the contract of service, strictly follow the provisions enumerated in the Terms and Condition of the PO/ Contract including the service delivery schedule, Penalty, among others.
  4. In case 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. Ensure the coordination with the Inspector from the CGSO- Property and Supply Management Division (PSMD) for the inspection of the vehicle in terms of its adherence to the Terms of Reference and to immediately notify the supplier/ contractor in case of any concerns before the acceptance.
- b. Inspection and Acceptance
1. The CGSO- PSMD shall inspect the vehicle before the delivery of the 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 for 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**

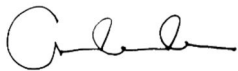
The deliverables of the supplier/ contractor shall be as follows:

- a. Deliver the services provided in the Terms of Reference; 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:

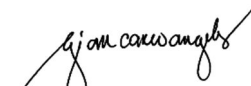
- a. On-time payment of the supplier/ contractor i.e., 15 days after delivery of services regardless if the delivery is per month or Ordering Agreement.
- b. End-user shall monitor the delivery of services.
- c. The Procurement Officer shall assist in the monitoring, delivery of service, and on-time payment of the supplier.
- d. Provide necessary and readily available documents 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.