



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 : **Supply and Delivery of Plaques of Appreciation and Trophies to be given to the awardees during The Outstanding Fernandino Awards 2025 in the City of San Fernando, Pampanga**

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

Company Name

Date : **Jan 15, 2025**

PR No. : **2025-01-00046**

Address

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:

Monalyn M. Aquino  
Administrative Aide VI (Buyer II)

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>Plaque of Appreciation for the Committee</b>						
1	7	pc(s)	Size: 12 inches height All plaques are 2 layered with 3/8 thick clear glass			
2	12	pc(s)	Trophy for Awardees  TOP : -The Letters S and F(for San Fernando) are molded individually from acrylic sheets colored Blue and Orange respectively. -The above Set of Letters are then mounted in front of a Clear Acrylic Tablet 1/s thick which is shaped in such a way as to accommodate the contours of the two(2) letters together. This Clear Acrylic will act as the body of the Trophy Top. -The seal of the City of San Fernando Pampanga shall be engraved in brass, colored, and mounted in front of the Trophy Top - inside the letter S (specifically on the "bottom curve" of the said character). -Another set of S & F -mirror images of the first set are fabricated from the same materials and procedure as the front S & F and mounted at the back of the Trophy Top Body. -The Front and Back Set of S & F Letters when mounted back to back on the Clear Acrylic Body gives the TOFA Trophy a 3-dimensional effect with a density and feel that is heavier and better than resin. -Size of the Trophy Top: Approx. 13.5 inches high X 2 inches Thick.  Base : -The Trophy Top is mounted on a cylindrical shaped Black Acrylic Base 6 inches in diameter and 3 % inches high. -The name of the Award, the awardee and other text			



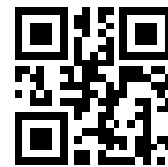
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			<p>are photo-engraved and colored on a brass meal plate which plate which is attached to the side of the Base.</p> <p>-A circular piece of wood seven (7) inches in diameter and one(1)in height is attached at the bottom portion and acts as a sub-base completing the TOFA Trophy.l</p> <p>-Size of the Trophy Base: Approx. 4.5 inches high X 7 inches in diameter.</p> <p>-TOFA Trophy Color combination:</p> <p>*Trophy Top: Blue, Orange, Clear</p> <p>*Trophy Base: Black and Gold</p> <p>*OVER-ALL HEIGHT OF THE TOFA TROPHY: 18 inches (1 ½ feet)</p> <p>*The TOFA Trophy shall be made from Brass or Glass/Stained Glass.</p>			
<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

### SUPPLY AND DELIVERY OF PLAQUES OF APPRECIATION AND TROPHIES TO BE GIVEN TO THE AWARDEES DURING THE OUTSTANDING FERNANDINO AWARDS 2025 IN THE CITY OF SAN FERNANDO, PAMPANGA

#### I. BACKGROUND

The City of San Fernando annually celebrates its cityhood anniversary dubbed “*Kaganapan*” with activities which commemorate the triumphs and progress of the city. Tracing its roots from the conversion of the Municipality of San Fernando, Pampanga into a City by virtue of Republic Act No. 8990 on February 4, 2001, the celebration also promotes public-private partnership towards community development.

One of the activities lined-up is The Outstanding Fernandino Awards 2022. Every three years, the City brings together commendable individuals from civil society to seek, screen, and judge nominees in the search for persons deserving of the award. The awardees are conferred the prestigious recognition not only for the success they have earned in their individual careers and lives, but to a greater degree, for their contributions to our city and community.

#### II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the **Supply and Delivery of Plaques of Appreciation and Trophies to be given to the awardees during The Outstanding Fernandino Awards 2025 in the City of San Fernando, Pampanga** subject to Ordering Agreement is included in the PPMP with Ref. No. 2025-1058 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **ONE HUNDRED NINETY-FOUR THOUSAND PESOS (P 194,000.00)**.

#### iii. OBJECTIVES

The objective of the **Supply and Delivery of Plaques of Appreciation and Trophies to be given to the awardees during The Outstanding Fernandino Awards 2025 in the City of San Fernando, Pampanga** are as follows:

- To give recognition to outstanding Fernandino achievers in various sectors whose success in their respective fields and professions helped build and shape the community.

#### 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
7	Pcs	<b>Plaque of Appreciation for the Committee</b> Size: 12 inches height All plaques are 2 layered with 3/8 thick clear glass	February 3, 2025	CGSO CENTRAL STORAGE

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
12	Pcs	<p><b>Trophy for Awardees</b></p> <p><b>TOP :</b></p> <ul style="list-style-type: none"> <li>- The Letters S and F(for San Fernando) are molded individually from acrylic sheets colored Blue and Orange respectively.</li> <li>- The above Set of Letters are then mounted in front of a Clear Acrylic Tablet 1/s thick which is shaped in such a way as to accommodate the contours of the two(2) letters together. This Clear Acrylic will act as the body of the Trophy Top.</li> <li>- The seal of the City of San Fernando Pampanga shall be engraved in brass, colored, and mounted in front of the Trophy Top - inside the letter S (specifically on the "bottom curve" of the said character).</li> <li>- Another set of S &amp; F -mirror images of the first set are fabricated from the same materials and procedure as the front S &amp; F and mounted at the back of the Trophy Top Body.</li> <li>- The Front and Back Set of S &amp; F Letters when mounted back to back on the</li> </ul>	February 3, 2025	CGSO CENTRAL STORAGE

		<p>Clear Acrylic Body gives the TOFA Trophy a 3-dimensional effect with a density and feel that is heavier and better than resin.</p> <ul style="list-style-type: none"> <li>- Size of the Trophy Top: Approx. 13.5 inches high X 2 inches Thick.</li> </ul> <p><b>Base :</b></p> <ul style="list-style-type: none"> <li>- The Trophy Top is mounted on a cylindrical shaped Black Acrylic Base 6 inches in diameter and 3 1/2 inches high.</li> <li>- The name of the Award, the awardee and other text are photo-engraved and colored on a brass metal plate which is attached to the side of the Base.</li> <li>- A circular piece of wood seven (7) inches in diameter and one (1) inch in height is attached at the bottom portion and acts as a sub-base completing the TOFA Trophy.</li> <li>- Size of the Trophy Base: Approx. 4.5 inches high X 7 inches in diameter.</li> <li>- TOFA Trophy Color combination:</li> </ul>		
		<p>*Trophy Top: Blue, Orange, Clear</p>		

		<p>*Trophy Base: Black and Gold</p> <p>*OVER-ALL HEIGHT OF THE TOFA TROPHY: 18 inches (1 ½ feet)</p> <p>*The TOFA Trophy shall be made from Brass or Glass/Stained Glass.</p>		
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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 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 February 3, 2025
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.
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 the plaques and to immediately notify the supplier/ contractor in case of any concerns before the acceptance.

d. Inspection and Acceptance

1. The End- user shall accept the delivery with the (1) delivery receipts and submit immediately to the Inspector or CGSO-PSMD together with the (2) utilization sheets where the quantity of the delivery is the same as the number of committee members and photo documentation of the delivery.

Such documents will be used to notify 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 the plaques for the committee members.
- 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 i.e., 15 days after delivery regardless of 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 of the Contract/ Agreement.

Prepared by:



**Reagand Caladiao**  
Project Development Officer I

Approved by:



**Ma. Lourdes Carmella Jade 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/program might be affected as well as the performance of the supplier/contractor.*