



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 Event Package to be used for 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 20, 2025**  
\_\_\_\_\_  
Address PR No. : **2025-01-00064**

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 27, 2025 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Camille C. Mendiola

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	lot	Event Package - Event and program directing - Photo wall - Honoraria for the host - Musical scoring - Additional Premium lights, sound system, and stage - Event styling (decoration of stage, tables, chairs) - LED Wall - Hosting - Barong and Filipiniana of the secretariat (not rented) - Hair and makeup of the secretariat - Performers' Honoraria			
<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 EVENT PACKAGE TO BE USED FOR 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 2025. 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 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 **Contract of Service for the Event Package to be used for The Outstanding Fernandino Awards 2025 in the City of San Fernando, Pampanga** is included in the PPMP with Ref. No. 2025-1060 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **ONE HUNDRED FIFTY THOUSAND PESOS (P 150,000.00).**

#### III. OBJECTIVES

The objective of the **Contract of Service for the Event Package to be used for 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
1	Lot	<b>Event Package</b> - Event and program directing - Photowall - Honoraria for the Host - Musical scoring - Additional Premium lights, sound system, and stage - Event Styling (decoration of stage, tables, chairs) - Barong and Filipiniana	February 4, 2025	Mini-Convention Center, Heroes Hall

- LED Wall  
- Hosting

		of the Secretariat (not rented) - Hair and Makeup of the Secretariat - Performers' Honoraria		
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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 4, 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 leis 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 recipients 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 all the equipment and logistics needed to the event ;
- 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 to 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.*