



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 Wreath with Stand to be used for the Commemorations of National and Local Heroes for 2025 in the City of San Fernando, Pampanga subject to Ordering Agreement**

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

Company Name

Date : **Jan 21, 2025**

PR No. : **2025-01-00069**

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

Canvassed by:

Approved by:

Jannelle D.A. Tungcab

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	pc(s)	Wreath with Stand - 4ft. Bamboo Stand - Wreath consists of White Malaysian Mums, White Chrysanthemums, White Carnation Flowers, and Different Green Leaves			
2	1	pc(s)	Wreath with Stand - 4ft. Bamboo Stand - Wreath consists of White Malaysian Mums, White Chrysanthemums, White Carnation Flowers, and Different Green Leaves			
3	1	pc(s)	Wreath with Stand - 4ft. Bamboo Stand - Wreath consists of White Malaysian Mums, White Chrysanthemums, White Carnation Flowers, and Different Green Leaves			
4	1	pc(s)	Wreath with Stand - 4ft. Bamboo Stand - Wreath consists of White Malaysian Mums, White Chrysanthemums, White Carnation Flowers, and Different Green Leaves			
5	1	pc(s)	Wreath with Stand - 4ft. Bamboo Stand - Wreath consists of White Malaysian Mums, White Chrysanthemums, White Carnation Flowers, and Different Green Leaves			
6	1	pc(s)	Wreath with Stand - 4ft. Bamboo Stand - Wreath consists of White Malaysian Mums, White Chrysanthemums, White Carnation Flowers, and Different Green Leaves			



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<b>Item No.</b>	<b>Qty</b>	<b>Unit</b>	<b>Item Description</b>	<b>Remarks</b>	<b>Unit Price</b>	<b>Total</b>
7	1	pc(s)	Wreath with Stand - 4ft. Bamboo Stand - Wreath consists of White Malaysian Mums, White Chrysanthemums, White Carnation Flowers, and Different Green Leaves			
8	15	pc(s)	Wreath with Stand - 4ft. Bamboo Stand - Wreath consists of White Malaysian Mums, White Chrysanthemums, White Carnation Flowers, and Different Green Leaves			
9	1	pc(s)	Wreath with Stand - 4ft. Bamboo Stand - Wreath consists of White Malaysian Mums, White Chrysanthemums, White Carnation Flowers, and Different Green Leaves			
10	1	pc(s)	Wreath with Stand - 4ft. Bamboo Stand - Wreath consists of White Malaysian Mums, White Chrysanthemums, White Carnation Flowers, and Different Green Leaves			
11	1	pc(s)	Wreath with Stand - 4ft. Bamboo Stand - Wreath consists of White Malaysian Mums, White Chrysanthemums, White Carnation Flowers, and Different Green Leaves			
12	1	pc(s)	Wreath with Stand - 4ft. Bamboo Stand - Wreath consists of White Malaysian Mums, White Chrysanthemums, White Carnation Flowers, and Different Green Leaves			
13	15	pc(s)	Wreath with Stand - 4ft. Bamboo Stand - Wreath consists of White Malaysian Mums, White Chrysanthemums, White Carnation Flowers, and Different Green Leaves			
14	2	pc(s)	Wreath with Stand - 4ft. Bamboo Stand - Wreath consists of White Malaysian Mums, White Chrysanthemums, White Carnation Flowers, and Different Green Leaves			
15	1	pc(s)	Wreath with Stand - 4ft. Bamboo Stand - Wreath consists of White Malaysian Mums, White Chrysanthemums, White Carnation Flowers, and Different Green Leaves			
16	1	pc(s)	Wreath with Stand - 4ft. Bamboo Stand - Wreath consists of White Malaysian Mums, White			



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

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			Chrysanthemums, White Carnation Flowers, and Different Green Leaves			
17	1	pc(s)	Wreath with Stand - 4ft. Bamboo Stand - Wreath consists of White Malaysian Mums, White Chrysanthemums, White Carnation Flowers, and Different Green Leaves			
18	1	pc(s)	Wreath with Stand - 4ft. Bamboo Stand - Wreath consists of White Malaysian Mums, White Chrysanthemums, White Carnation Flowers, and Different Green Leaves			
19	2	pc(s)	Wreath with Stand - 4ft. Bamboo Stand - Wreath consists of White Malaysian Mums, White Chrysanthemums, White Carnation Flowers, and Different Green Leaves			
<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 WREATHS WITH STANDS TO BE USED IN THE COMMEMORATIONS OF NATIONAL AND LOCAL HEROES FOR 2025 IN THE CITY OF SAN FERNANDO, SUBJECT TO ORDERING AGREEMENT

#### I. BACKGROUND

A national hero of the Philippines is a Filipino who has been recognized as a hero for his or her role in the history of the country. It is often held on the birthday of a national hero or heroine, or the anniversary of their great deeds that made them heroes.

This year the City Government's celebration on the commemoration of local heroes & heroine will still be through wreath laying ceremony provided there will still be social distancing during the ceremony and following the standard protocols. The list of schedules is as follows:

#### II. BUDGETARY REQUIREMENT

Supply and Delivery of Wreaths with Stands to be used in the Commemorations of National and Local Heroes 2025 in the City of San Fernando, Pampanga subject to Ordering Agreement, is included in the PPMP with Ref. No. 2025 – 1198 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of ONE HUNDRED SEVENTY-ONE THOUSAND FIVE HUNDRED PESOS (P 171,500.00).

#### III. OBJECTIVES

- To inculcate the sense of patriotism in all students and schools both public and private in the city
- To impart to the students the organization of a cultural activity in relation to our local heroes.
- To give importance to the heroism of our national/local heroes and heroine
- To inculcate and develop a sense of pride and place and heritage to the students in particular

#### 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	pc	wreath with stand - 4 ft bamboo stand - Wreath consists of white Malaysian mums, white Chrysanthemums, white carnation flowers, and different green leaves	January 3, 2025	Soteru Baluyut Bust Monument, Baluyut Bridge, Sto. Rosario, CSFP
1	pc	wreath with stand - 4 ft bamboo stand - Wreath consists of white Malaysian mums, white Chrysanthemums,	January 13, 2025	City Schools Division Office, San Isidro, CSFP

white carnation flowers, and  
different green leaves

1	pc	wreath with stand - 4 ft bamboo stand Wreath consists of white Malaysian mums, white Chrysanthemums, white carnation flowers, and different green leaves	January 31, 2025	Pedro Abad Santos Monument, Heroes Hall, CSFP
1	Pc	wreath with stand - 4 ft bamboo stand Wreath consists of white Malaysian mums, white Chrysanthemums, white carnation flowers, and different green leaves	February 19, 2025	Jose Abad Santos Monument, Heroes Hall, CSFP
1	Pc	wreath with stand - 4 ft bamboo stand Wreath consists of white Malaysian mums, white Chrysanthemums, white carnation flowers, and different green leaves	April 9, 2025	Death March Marker, PNR Road, Sto Niño, CSFP
1	Pc	wreath with stand - 4 ft bamboo stand Wreath consists of white Malaysian mums, white Chrysanthemums, white carnation flowers, and different green leaves	May 1, 2025	Jose Abad Santos Monument, Heroes Hall, CSFP
1	Pc	wreath without stand Flower arrangement of white Malaysian mums, white Chrysanthemums, white carnation flowers, other flowers and different green leaves	May 30, 2025	City Hall, Consunji St. Sto. Rosario, CSFP
15	Pcs	wreath with stand - 4 ft bamboo stand Wreath consists of white Malaysian mums, white Chrysanthemums, white carnation flowers, and different green leaves	June 12, 2025	Monuments at Heroes Hall, CSFP - Dr. Jose Rizal (1pc) - Andres Bonifacio (1pc) - Jose Abad Santos (2pcs) - Ninoy Aquino (1pc) - Tiburcio Hilario (1pc) - Nicolasa Dayrit (1pc) - Pedro Abad Santos (1pc) - Fernando Ocampo (1pc) - Death March Marker (1pc)  (1pc) Vivencio Cuyugan House, Del Pilar, CSFP  (1pc) Soteru Baluyut Bust Monument, Baluyut Bridge, Sto. Rosario, CSFP  (1pc) Nicolasa Dayrit Monument, Henson-Hizon Heritage House, V. Tiomico St., CSFP  (1pc) Levi Panlilio Bust Monument, Calulut, CSFP

				(1pc) Jose B. Lingad Bust Monument San Agustin, CSFP
1	Pc	wreath with stand - 4 ft bamboo stand Wreath consists of white Malaysian mums, white Chrysanthemums, white carnation flowers, and different green leaves	June 19, 2025	Dr. Jose P. Rizal Monument, Heroes Hall, CSFP
1	Pc	wreath with stand - 4 ft bamboo stand Wreath consists of white Malaysian mums, white Chrysanthemums, white carnation flowers, and different green leaves	July 25, 2025	City of San Fernando, Pampanga
1	Pc	wreath with stand - 4 ft bamboo stand Wreath consists of white Malaysian mums, white Chrysanthemums, white carnation flowers, and different green leaves	August 11, 2025	Tiburcio Hilario Monument, Heroes Hall, CSFP
1	Pc	wreath with stand - 4 ft bamboo stand Wreath consists of white Malaysian mums, white Chrysanthemums, white carnation flowers, and different green leaves	August 21, 2025	Ninoy Aquino Monument, Heroes Hall, CSFP
15	Pcs	wreath with stand - 4 ft bamboo stand Wreath consists of white Malaysian mums, white Chrysanthemums, white carnation flowers, and different green leaves	August 26, 2025	Monuments at Heroes Hall, CSFP - Dr. Jose Rizal (1pc) - Andres Bonifacio (1pc) - Jose Abad Santos (2pcs) - Ninoy Aquino (1pc) - Tiburcio Hilario (1pc) - Nicolasa Dayrit (1pc) - Pedro Abad Santos (1pc) - Fernando Ocampo (1pc) - Death March Marker (1pc)  (1pc) Vivencio Cuyugan House, Del Pilar, CSFP  (1pc) Soteru Baluyut Bust Monument, Baluyut Bridge, Sto. Rosario, CSFP  (1pc) Nicolasa Dayrit Monument, Henson-Hizon Heritage House, V. Tiomico St., CSFP  (1pc) Levi Panlilio Bust Monument, Calulut, CSFP  (1pc) Jose B. Lingad Bust Monument San Agustin, CSFP
2	Pc	wreath with stand - 4 ft bamboo stand Wreath consists of white Malaysian mums, white Chrysanthemums, white carnation flowers, and different green leaves	September 10, 2025	Nicolasa Dayrit Panlilio Monument, Heros Hall, CSFP

				Nicolasa Dayrit Monument, Henson-Hizon Heritage House, V. Tiomico St., CSFP
1	Pc	wreath with stand - 4 ft bamboo stand Wreath consists of white Malaysian mums, white Chrysanthemums, white carnation flowers, and different green leaves	November 30, 2025	Andres Bonifacio Monument, Heroes Hall, City of San Fernando, Pampanga
1	Pc	wreath with stand - 4 ft bamboo stand Wreath consists of white Malaysian mums, white Chrysanthemums, white carnation flowers, and different green leaves	December 16, 2025	Jose B. Lingad Monument, San Agustin (beside Shell), City of San Fernando, Pampanga
1	Pc	wreath with stand - 4 ft bamboo stand Wreath consists of white Malaysian mums, white Chrysanthemums, white carnation flowers, and different green leaves	December 28, 2025	Levi Panlilio Bust Monument, Calulut, City of San Fernando, Pampanga
1	Pc	wreath with stand - 4 ft bamboo stand Wreath consists of white Malaysian mums, white Chrysanthemums, white carnation flowers, and different green leaves	December 30, 2025	Dr. Jose Rizal Monument, Heroes Hall, City of San Fernando, Pampanga
2	Pcs	wreath with stand - 4 ft bamboo stand Wreath consists of white Malaysian mums, white Chrysanthemums, white carnation flowers, and different green leaves	January – December 2025	City of San Fernando, Pampanga

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 confirmed 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 follow the scheduled dates above.
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 meals 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) attendance sheet/s as part of the utilization where the quantity of the delivery is the same as the number of attendees and photo documentation of the delivery.

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. Deliver the correct quantity of the wreaths to the specified location, be it a monument or heritage site, on time.
- b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.
- c. Assign a representative who will coordinate and comply with all the documentary requirements of the project.

The deliverables of the City Government shall be as follows:

- a. To order/request the quantity of wreaths to be delivered at the specific location;
- b. Provide payment upon the completion of the service and appropriate billing documents.
- c. End- user shall monitor the delivery of requirements.
- d. The Procurement Officer shall assist in the monitoring, delivery and on- time payment of the supplier.
- e. Provide necessary and readily- available documents such as during the conduct of post- audit.
- f. Evaluate the performance of the supplier/ contractor and in case there is a violation to the Contract/ Agreement, prepare a Verified Report.

Prepared by:



  
**Alexandra Kizea S. Tanhueco**  
Administrative Aide

Approved by:

  
**Ma. Lourdes Carmella Jade Pangilinan**  
City Tourism Officer

<b>CONFORME:</b>
_____
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.*