



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 National Arts Month 2025 Celebration: CSFP Cultural Concert 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 21, 2025**

Address _____ PR No. : **2025-01-00071**

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 28, 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
1	1	lot	Event Package - 1 set 9ft x 12ft LED wall and necessary equipment - Stage design / styling (Stage mountings, panels, stage decorations and props and skirtings)			
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 Event Package to be used for the National Arts Month 2025 Celebration: CSFP Cultural Concert in the City of San Fernando, Pampanga

I. BACKGROUND

Article XIV, Section 15 of the Philippine Constitution states that “Arts and letters shall enjoy the patronage of the State. The State shall conserve, promote, and popularize that nation’s historical and cultural heritage and resources, as well as artistic creations”.

In 1991, Former President Corazon Aquino declared February of every year as National Arts Month under Proclamation No. 683. The disciplines of theatre, dance, music, visual arts, architecture, literature, media arts, and film need to be preserved, enriched, and evolved in a climate of free artistic and intellectual expression.

This year, the City Government of San Fernando, Pampanga will be conducting an Arts Festival from February 1 to 28, 2025 in celebration of the National Arts Month.

II. BUDGETARY REQUIREMENT

Contract of Service for the Event Package to be used for the National Arts Month 2025 Celebration: CSFP Cultural Concert in the City of San Fernando, Pampanga is included in PPMP with **Ref. No. 2025-1224** and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of SIXTY THOUSAND PESOS (P 60,000.00).

III. OBJECTIVES

- To conduct an inclusive festival wherein different artists will be featured in the different activities;
- To engage local artists of different art forms in a safe space for expression;
- To engage Fernandinos in different workshops; and
- To recognize and promote local talents.

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	Event Package • 1 set 9ft x 12ft LED wall and necessary equipment	February 2025	City of San Fernando, Pampanga

		<ul style="list-style-type: none"> • Stage design/styling (stage mountings, panels, stage decorations and props, and skirtings) 		
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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 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.

d. Inspection and Acceptance

1. The End- user shall inform the CGSO- PSMD of the delivery for the latter to conduct inspection prior to the acceptance of the former.
2. The supplier/ contractor through the end- user, shall issue delivery receipt or sales invoice to the CGSO- PSMD.

Such documents will be used in notifying the concerned offices on the transaction 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 needed to do the job.
- b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.
- c. Issue billing statement.
- d. 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. On- time payment of the supplier/ contractor i.e., 15 days after delivery.
- b. End- user shall monitor the delivery.
- 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, prepare a Verified Report.

Prepared and submitted by:


Raymond Feliciano
Project Manager

Approved by:


Ma. Lourdes Carmella Jade D. Pangilinan
City Tourism and Investment Promotions Officer

CONFORME:

Signature over Printed Name

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.