



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 Souvenir Gifts for Married Couple to be used for the KASALAN BALEN 2025 Barrio Fiesta "Kasal, Kasali, Kasalo" in the City of San Fernando, Pampanga**

Location of the Project : **City Mayor's Office**

Company Name

Address

Date : **Jan 30, 2025**

PR No. : **2025-01-00143**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, February 4, 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.**
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	120	pc(s)	Wedding Momentous/Photo with Complete Accessories and Souvenir Gifts/Giveaways for Married Couples			
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

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RATIONALE

Marriage a formal union, social and legal compact between two people that unites their lives on a legal, financial, and emotional level. Typically, the contractual marriage agreement means that the couple will be bound by one other's legal duties for the rest of their lives and to provide security for children.

In fact, an **Executive Order No.209, Series 1987 "The Family Code of the Philippines"** Chapter 1, Article 1, that marriage is a special contract of permanent union between a man and a woman entered into in accordance with law for the establishment of conjugal and family life. It is the foundation of the family and an inviolable social institution whose nature, consequences, and incidents are governed by law and not subject to stipulation, except that marriage settlements may fix the property relations during the marriage within the limits provided by this Code.

This program will provide assistance for unwed couples who are incapable in applying for their marriage license & unable to manage certain amount for the wedding ceremony particularly for indigent couples who wish for their legitimate life-long public commitment.

Therefore, as basic and essential building blocks of societies, families have a crucial role in social development. They bear the primary responsibility for the education and socialization of children as well as instilling values of citizenship and provide practical & emotional support for its members.

OBJECTIVES

- ✚ to provide assistance for the unwed and qualified couples in applying for their marriage license and to obtain their marriage certificate
- ✚ to motivate couples that they are one of the vital foundations of the city and reliable partner of the city government for primary social relationships and values that helps people make the right decisions in life.

Budgetary Requirements:

The Approved Budget for the **Supply and Delivery of Souvenir Gifts for Married Couple to be used for the KASALAN BALEN 2025 Barrio Fiesta "Kasal, Kasali, Kasalo" in the City of San Fernando, Pampanga** is included in the PPMP with Reference Number **2025-1257** and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **P60,000.00** amount in figure or **sixty thousand pesos amount in words**.

Minimum Requirement for the Supplier

1. The Supplier must ensure the specifications and schedule of requirements indicated in the Purchase Order.
 - A. The Supplier must ensure the following details:

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Project Location: **City of San Fernando, Pampanga**

PARTICULARS	QUANTITY	UNIT COST	AMOUNT
Souvenirs/giveaways for newlywed couples	120	500.00	60,000.00
TOTAL AMOUNT P60,000.00			

2. The concerned office thru the Designated Procurement Officer will inform the supplier for the whole details of the delivery at least 1 – 2 days before the event to provide the order as per approved Delivery Order Contract and Order List.
3. The supplier must be open for any changes and cancellation of orders for the unforeseen circumstances.
4. The supplier must be compliant with the IATF Health and Safety Protocols.
5. The Supplier must follow the procurement, delivery and inspection procedure set by the City Government of San Fernando, Pampanga for procured good and services.

Deliverables by the Supplier and City Government

The deliverables of the supplier shall be as follows:

- a. Provide the quantity of **souvenirs** being required by the project/ program; and
- 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 i.e., 15 days after delivery regardless if the delivery is per month or Ordering Agreement.
- b. End- user shall monitor the delivery and completeness of requirements and documents to avoid delays.
- 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.

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Prepared by:

C. Estolano

Charlotte Estolano

Procurement Officer

Noted by:

R. Hipolito

Reymundo M. Hipolito, Jr.

Executive Assistant IV

Conforme:

Signature Above 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.