



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 Coordinator to be used for the Flores De Mayo 2025 in the City of San Fernando, Pampanga**

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

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

Date : **Mar 3, 2025**

PR No. : **2025-02-00389**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, March 10, 2025 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Lorraine Kate M. Escoto

  
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	Events Coordinator with Event Styling and Ushers  - Decoration of the Stage (Props and Paraphernalia) - Directors, Production Crew and Organizers - Lights and Sound System (Consoles and Processors, Microphone, Stands, Cables and Connectors, Par Lights, and Spotlights) - Wooden Arcs with decorations (to be used by the Reyna delas Flores and other invited guest sagalas)			
<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 COORDINATOR TO BE USED FOR THE FLORES DE MAYO 2025 IN THE CITY OF SAN FERNANDO, PAMPANGA

#### I. BACKGROUND

The celebration of Pyestang Fernandino is not complete without the Flores De Mayo (Flowers of May), also known as Flores de Maria (Flowers of Maria). This colorful tradition, tracing back to the Spanish colonial period, is devoted to the Blessed Virgin Mary and features *sagalas* as the different titles of the Virgin Mary, along with each letter of the angelic salutation "Ave Maria".

#### II. BUDGETARY REQUIREMENT

The Budgetary Requirement for Contract of Service for the Event Coordinator to be used for the Flores De Mayo 2025 in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2025-1074 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of SIXTY THOUSAND PESOS ONLY (P 60,000.00).

#### III. OBJECTIVES

The objectives of the Contract of Service for the Event Coordinator to be used for the Flores De Mayo 2025 in the City of San Fernando, Pampanga are as follows:

- To uphold deeper awareness of the Filipino culture and religious tradition honoring the Virgin Mary.
- To express the unique Filipino values within the context of the Catholic faith, tradition and practices.
- Involve other sectors in the Pyestang Fernandino celebration.

#### 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>EVENTS COORDINATOR WITH EVENT STYLING AND USHERS</b>  -- Decoration of the Stage (Props and Paraphernalia)  -- Directors, production crew and organizers -- Lights and Sound System (consoles and processors, microphone, stands, cables and connectors, par lights, spotlights)	Event Date: May 2025	MegaWorld Capital Town, Brgy. San Juan, City of San Fernando, Pampanga (Tentative)

		-- Wooden arcs with decorations (to be used by the Reyna delas Flores and other invited guest sagalas)		
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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 to supply the requirements upon issuance of PO/DOC.
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. Supplier must be able to complete ingress and installation at the venue on May 2025 at 8:00 AM. Egress shall be on May 2025 after the event.
3. Coordination with the supplier/contractor shall be the function of the CGSO-PMD as its mandate.

d. Inspection and Acceptance

1. The CGSO-PSMD must be present during the activity for inspection of all the equipment and set up of the stage.
2. The supplier/contractor shall issue Billing Statement.
3. The CGSO-PSMD shall prepare the corresponding Inspection and Acceptance Report/s.

Such documents will be used in notifying the concerned offices on the delivery of 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 and manpower to do the job.
- b. Provide the necessary accommodation and meals for the crew.
- c. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.
- d. Issue billing statement.
- e. 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.

Evaluate the performance of the supplier/ contractor and in case there is a violation to the Contract/ Agreement, prepare a Verified Report.

Prepared by:

  
**April Tan**  
Tourist Receptionist I

Approved by:

  
**Ma. Lourdes Carmella Jade Pangilinan**  
City Tourism and Investment Promotion 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.*