



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 Photography Services to be used for the Moving Up Ceremony for 2025 in the City of San Fernando, Pampanga**  
Location of the Project : **City Social Welfare and Development Office**

Company Name

Date : **Mar 13, 2025**

PR No. : **2025-03-00586**

Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, March 18, 2025 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Rachelle M. Pangilinan

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	3420	pax	PACKAGE OF SOUVENIR PICTURE Inclusion: 1 pc 5"x7" 2 pcs Wallet Size			
<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 PHOTOGRAPHY SERVICES TO BE USED FOR THE MOVING UP CEREMONY FOR 2025 IN THE CITY OF SAN FERNANDO, PAMPANGA

#### I. BACKGROUND

Pursuant to R.A. No. 7160 otherwise known as the Local Government Code of 1991 Particularly Section 444(b)(1) provides that the Chief Executive shall exercise general supervision and control over all programs, projects, services, and activities of the local government.

Republic Act 10410, otherwise known as the Early Years Act of 2013, early childhood education prepares the child for school, but more importantly, contributes to the physical, social, mental, and emotional well-being and development of children.

To celebrate young learners' achievements and developmental milestones, appropriate ceremonies shall be meant to acknowledge learners who have successfully met or completed the 10-month curriculum in Early Childhood Care and Development (ECCD). Such events are meaningful for families as early learners take pride in what they have achieved and have their parents celebrate this momentous journey with them by culminating in the conferral of certificates. The rites serve to celebrate the fruits of the collective efforts of the whole early childhood education community.

#### II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Contract of Service for the Photography Services to be used for the Moving Up Ceremony for 2025 in the City of San Fernando, Pampanga is included in the PMP with Ref. No. 2025-1714 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **FIVE HUNDRED EIGHTY-ONE THOUSAND FOUR HUNDRED PESOS (Php 581,400.00)**

#### III. OBJECTIVES

The objectives of the Contract of Service for the Photography Services to be used for the Moving Up Ceremony for 2025 in the City of San Fernando, Pampanga are:

- To recognize young learners' achievements and developmental milestones in the 10-month ECCD curriculum program; and
- To culminate the ECCD S.Y. 2024-2025 through moving-up ceremony.

#### 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
3,420	Pax	PACKAGE OF SOUVENIR PICTURE Inclusion: 1 pc 5"x7" 2 pcs Wallet Size	March 2025	Alasas City Child Development Center, Room C, ECCD Bldg. City Civic Center, Alasas, CSFP

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/ contractor.
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 Purchase Order (PO).
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)/ Delivery Order Contract (DOC), No Delivery” Policy and comply with the delivery period.
2. The Delivery Period shall be on March 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 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 Payables.

**V. DELIVERABLES BY THE SUPPLIER/ CONTRACTOR AND THE CITY GOVERNMENT**

The deliverables of the supplier/ contractor shall be as follows:

- a. Provide the quantity of souvenir pictures 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/ contractor i.e., 15 days after the month.
- 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, prepare a Verified Report

Prepared by:

*[Signature]* 07-11-2025  
**MARICONE RIZETTE R. GA**  
Administrative Officer II

CONFORME:
_____
Signature over Printed Name
_____
Date

Approved by:

*[Signature]*  
**CANNETH C. MANGALUS**  
OIC - CSWD Office *af*



*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.*