



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 Physical Arrangement to be used for the Employers Forum 2025 in the City of San Fernando, Pampanga**
Location of the Project : **City Public Employment Services Office**

Company Name
Date : **Aug 13, 2025**
PR No. : **2025-07-01252**

Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Wednesday, August 20, 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	set(s)	Stage Decoration Theme: Red and White - Balloon and Star Decoration -Glittery Decoration in Red and White Color -Stage Media Wall for Photo Opportunity with mini-carpeted stage -Spot lights -Sound System			
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 Physical Arrangement to be used for the Employers Forum 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.

In the City Government of San Fernando, Pampanga, the City Public Employment Services Office (CPESO) also known as Public Employment Service Office (PESO) is one of the department of the city government. The newly established Department of the City Public Employment Services Office (CPESO) under the City Ordinance 2023-044 is a non-fee charging multi-dimensional employment service facility or entity established in all Local Government Units (LGUs) in coordination with the Department of Labor and Employment (DOLE) pursuant to R.A. No. 8759 or the PESO Act of 1999 as amended by R.A. No. 10691. The CPESO will conduct the Employers Forum 2025.

II.BUDGETARY REQUIREMENT

The budgetary requirement for the Contract of Service for the Physical Arrangement to be used for the Employers Forum in the City of San Fernando, Pampanga, is included in the PPMP with the Ref. No. 2025-742 and already included in the Annual Investment Plan (AIP) of the City Government, which is in the amount of **FIFTY SIX THOUSANDS PESOS (P 56,000.00)**

III. OBJECTIVES

The objectives of for the Contract of Service for the Physical Arrangement to be used for the Employers Forum in the City of San Fernando, Pampanga are as follows:

1. To ensure the timely and efficient setup of the venue for the Employers Forum, including stage design, seating arrangement, sound system, lighting, and other technical requirements.
2. To provide a conducive and professional environment that reflects the purpose and importance of the forum, supporting engagement among participants, speakers, and employers.
3. To guarantee the availability and functionality of necessary materials and equipment (e.g., tables, chairs, tents, backdrops, LED screens, microphones, etc.) prior to and during the event.
4. To maintain cleanliness, safety, and orderliness of the physical setup throughout the duration of the forum, including pre- and post-event arrangements.
5. To support the overall success of the Employers Forum by delivering high-quality physical arrangement services that align with the event's goals and standards set by the organizers.

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
1	set(s)	Stage Decoration Theme: Red and White - Balloon and Star Decoration - Glittery Decoration in Red and White Color -Stage Media Wall for Photo Opportunity with mini- carpeted stage -Spot lights -Sound System	August 2025	Heroes Hall, CSFP

IV. TERMS AND CONDITION

During the procurement process and delivery/ implementation of the contract, the end- user and the supplier/ contractor shall:

- a. Specifications/ Schedule of Requirements
- 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 transaction 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)/ Delivery Order Contract (DOC), No Delivery" Policy and comply with the delivery period.
2. The Delivery Period shall be, August 2025 and the contract shall end by the end of August 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 CGSO-PSMD shall inspect and accept the delivery.
2. The supplier/contract shall present the PO and issue Sales Invoice.
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 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

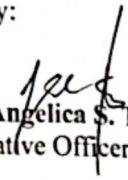
The deliverables of the supplier/ contractor shall be as follows:

- a. Provide the quantity of Services 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 delivery regardless of it the delivery is per month or Ordering Agreement.
- b. End- user shall monitor the delivery of requirements.
- c. The Procurement Officer shall assist in the monitoring and on- time payment of the supplier/ contractor.
- 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:


Jehanne Angelica S. Tiamzon
Administrative Officer I/ End- user

Approved by:


MARY ANN C. BILIWANG
Acting CPESO Manager v

CONFORME:
_____ Signature over Printed Name
_____ Date

Note: The 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.