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 Tokens (Wristwatch) to be given to the Loyalty Awardees for the year 2025 in the City of San Fernando, Pampanga**

Location of the Project : **City Human Resource Management Office**

_____
Company Name

_____
Address

Date : **Sep 10, 2025**

PR No. : **2025-09-01484**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, September 16, 2025 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Camille C. Mendiola

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	35	pc(s)	Silver Service Commemorative Wristwatch (20-25years)			
2	13	pc(s)	Gold Service Commemorative Wristwatch (30,35 and 40 years)			
				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

SUPPLY AND DELIVERY OF TOKENS (WRISTWATCH) TO BE GIVEN TO THE LOYALTY AWARDEES FOR THE YEAR 2025 IN THE CITY OF SAN FERNANDO, PAMPANGA

I. BACKGROUND

The Program on Awards and Incentives for Service Excellence (PRAISE), as mandated by the Civil Service Commission, serves as the City Government of San Fernando's official rewards and recognition program. Through PRAISE, employees are honored for their innovative contributions, exemplary service, and loyal commitment to public service. In line with CSC MC No. 6, s. 2002, the City also grants Loyalty Awards to employees who have rendered at least ten years of continuous and satisfactory service, with corresponding monetary rewards and service memorabilia as tokens of appreciation for their dedication and dependability.

BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Tokens (Wristwatch) to be given to the Loyalty Awardees for the year 2025 in the City of San Fernando, Pampanga shall be charged to the City Human Resource Management Office Fund PPMP with Code No. 2025-2542 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of FOUR HUNDRED EIGHTEEN THOUSAND EIGHT HUNDRED PESOS ONLY (P418,800.00).

II. OBJECTIVE

The Supply and Delivery of Tokens (Wristwatch) to be given to the Loyalty Awardees for the year 2025 in the City of San Fernando, Pampanga is in compliance with the existing laws and regulations set by the Civil Service Commission MC 6, s. 2002. This initiative shall be implemented by the City Human Resource Management Office in the City of San Fernando, Pampanga.

III. TERMS AND CONDITIONS

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

a. Specifications/ Schedule of Requirements

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
35	Pcs	Silver Service Commemorative Wristwatch (20-25years)	Sept 2025	CHRM Office
13	pcs	Gold Service Commemorative Wristwatch (30,35 and 40 years)	Sept 2025	CHRM Office

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 September 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 of meals 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 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 and specifications of commemorative wristwatches 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 delivery regardless if 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, 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:

Laurence Andrade
Procurement Officer- CHRMO

Approved by:

Gian Carlo R. Angeles
CHRM Officer

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.*