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 Stage Decoration to be used during the Healthy Places Program of the CHO-Environmental Health and Sanitation Division for 2025 in the City of San Fernando, Pampanga**

Location of the Project : **City Health Office**

_____
Company Name

_____
Address

Date : **Sep 25, 2025**

PR No. : **2025-09-01508**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Thursday, October 2, 2025 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Monalyn M. Aquino
Administrative Aide VI (Buyer II)

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	1	service(s)	FORMAL EVENT with stage and venue decoration with entrance arch (Glitz and Glamor Theme: Black, White, Silver, and RED) 1. Table Center Piece (50-60 tables) 2. Event Stage Set up Decoration w/out ceiling treatment 3. Entrance Arch 4. Photo Booth Back Draft Decorations (10ft x 15ft) 5. Registration Booth Decoration (3 tables)			
					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 Stage Decoration to be used during the Healthy Places Program of the CHO-Environmental Health and Sanitation Division for 2025 in the City of San Fernando, Pampanga

I.BACKGROUND

The concept of Healthy Places is rooted in the principle that the environments where people live, work, learn, and play have a profound impact on their overall health and well-being. Under the Health Promotion Framework, Healthy Places emphasize the creation and maintenance of supportive physical, social, and policy environments that encourage healthier lifestyles, reduce risks for disease, and enhance quality of life.

The World Health Organization (WHO) recognizes that health is largely shaped by the social determinants of health — including housing, sanitation, transportation, green spaces, safety, and access to basic services. By integrating health considerations into urban planning, infrastructure development, and community design, Healthy Places aim to prevent illnesses, promote mental wellness, and foster social connections.

In the Philippines, the Healthy Settings Approach under the Philippine Health Promotion Framework Strategy 2019–2030 encourages local government units (LGUs) to establish health-supportive environments through policies, programs, and partnerships. This includes promoting active transport, ensuring clean air and water, enhancing disaster resilience, providing safe public spaces, and ensuring accessibility of health services.

Within this context, Healthy Places are not just about disease prevention — they represent a holistic approach where health is integrated into every aspect of community life, ensuring that every Fernandino (or community member) has the opportunity to live in an environment that supports and sustains health. Communities alike.

II. BUDGETARY REQUIREMENT

Contract of Service for the Stage Decoration to be used during the Healthy Places Program of the CHO-Environmental Health and Sanitation Division for 2025 in the City of San Fernando, Pampanga is included in the PPMP with the **Ref. No. 2025-2428** and is already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **ONE HUNDRED FOURTY FOUR THOUSAND AND SEVEN HUNDRED EIGHTY PESOS (Php 144, 780.00).**

III.OBJECTIVES

The objectives of the **Contract of Service for the Stage Decoration to be used during the Healthy Places Program of the CHO-Environmental Health and Sanitation Division for 2025 in the City of San Fernando, Pampanga** seeks to recognize outstanding establishments from both the public and private sectors—covering food services, accommodations, workplaces, schools, and other community spaces—that consistently uphold the highest standards of environmental health and sanitation.

It aims to encourage establishments to maintain safe, clean, and health-promoting environments by complying with regulations, practicing responsible waste management, ensuring food safety, and providing accessible services for the public.

Furthermore, the program strives to inspire collaboration between the City Health Office, other government agencies, non-government organizations, and private businesses to promote health as a shared responsibility—integrating wellness and environmental awareness into the very places where people live, work, learn, and enjoy daily life.

IV. COVERAGE/SERVICES

A night to socialize with our partners from the different hospitals, CSOs, and NGOs to discuss and evaluate the project, programs, and activities (PPAs) with their accomplishments conducted for the year 2023 and present the future plans of the City Health Office and their PPAs for next year and years to come. Also, this aims to strengthen the partnership with our different Public-Private Partners from the hospitals including Civil Society Organizations (CSOs) and Non- Non-government organizations (NGOs) in delivering health care services.

V.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	contract	FORMAL EVENT with stage and venue decoration with entrance arch (Glitz and Glamor Theme: Black, White, Silver, and RED) 1. Table Center Piece (50-60 tables) 2. Event Stage Set up Decoration w/out ceiling treatment 3. Entrance Arch 4. Photo Booth Back Draft Decorations (10ft x 15ft) 5. Registration Booth Decoration (3 tables)	November 2025	Heroes Hall, 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 confirmed 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 ready-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 **November 2025,** in the City of San Fernando, Pampanga.
   3. During the delivery, strictly follow the provisions enumerated in the Terms and Conditions 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 items and service and to immediately notify the supplier/ contractor in case of any concerns before the acceptance.

d. Inspection and Acceptance

   1. The End- user shall inform the CGSO- PSMD of the delivery for the latter to conduct inspection prior to the acceptance of the former.

   2. The supplier/ contractor through the end- user, shall provide the CGSO- PSMD with the proof of delivery and service and issue delivery receipt or Sales Invoice.

   Such documents will be used in notifying the concerned offices on the transaction such as the City Accountant's Office (CAccO) and Commission on Audit (COA) to include the same in the Payables.

VI.DELIVERABLES BY THE SUPPLIER/ CONTRACTOR AND THE CITY GOVERNMENT

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

a. Provide the quantity of **stage and venue decor** 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 of the Contract/ Agreement, prepare a Verified Report.

Prepared and submitted by:

DUNN PATRICK IMANA
Environmental health and Sanitation

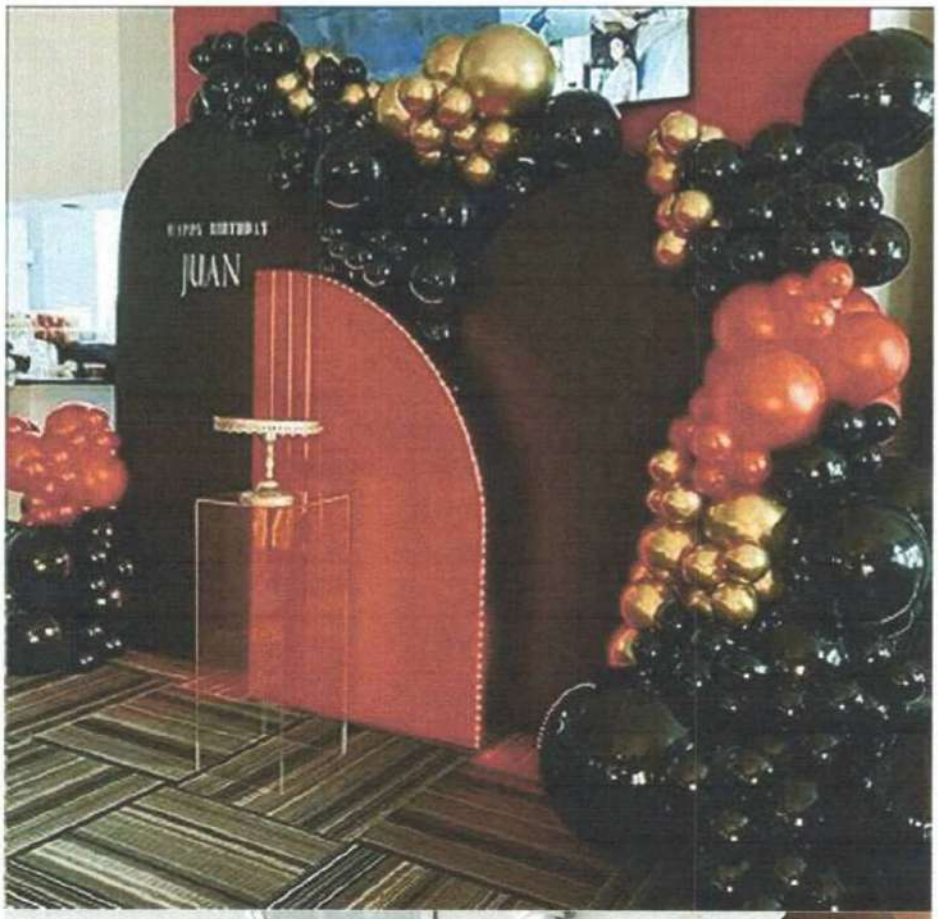
Noted by:

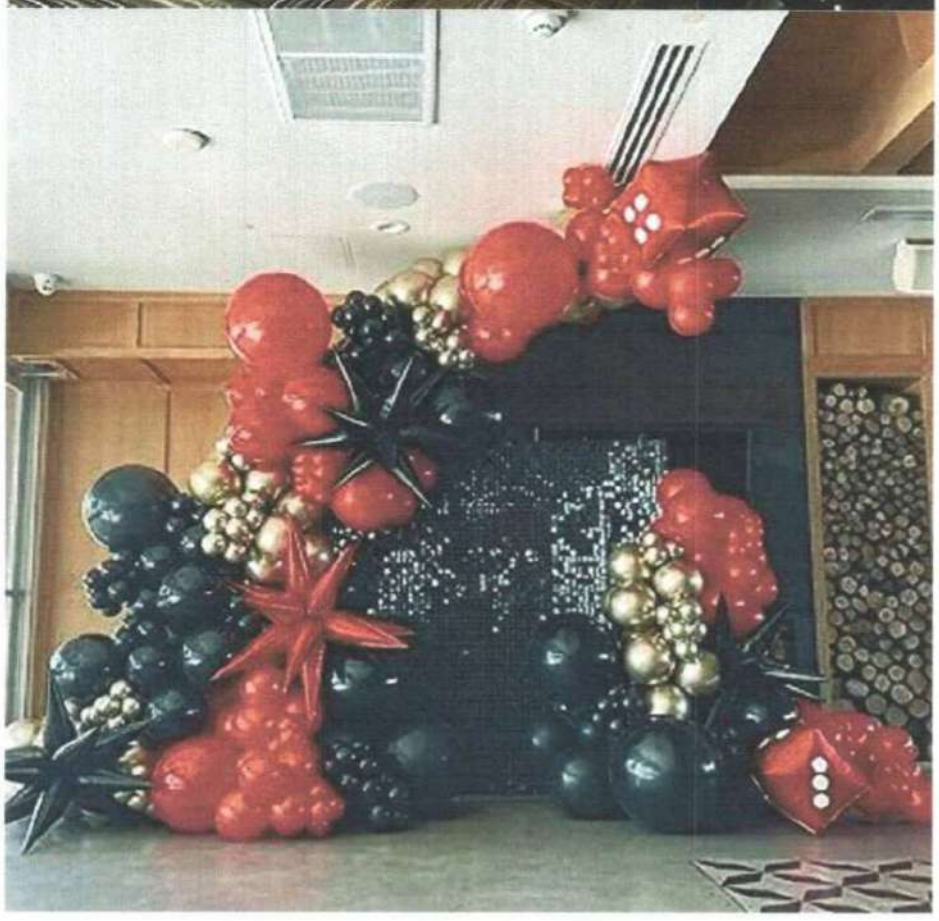
Rowena L. Salas, MD
City Health Officer II

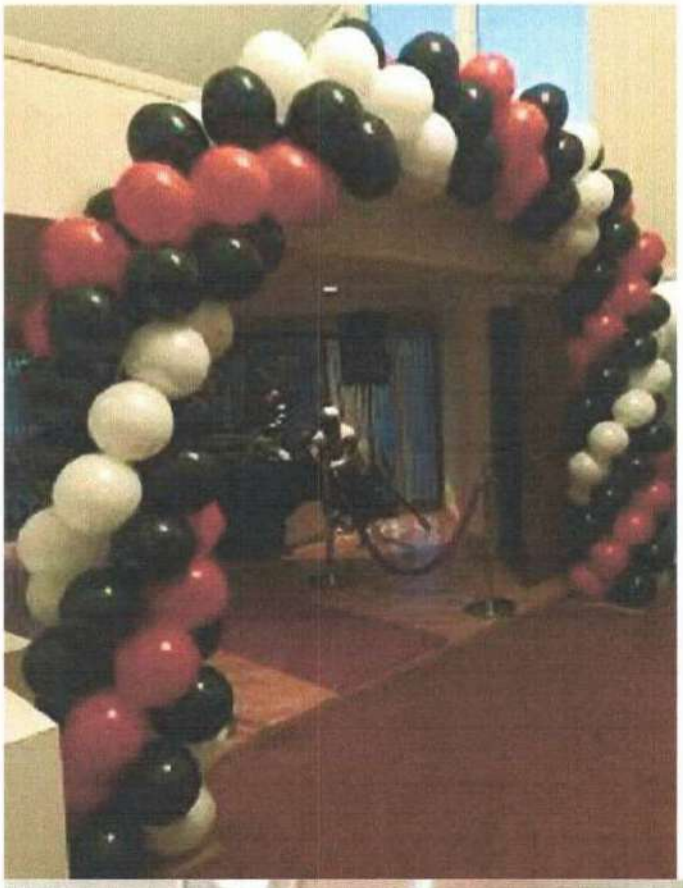
CONFORME:
_____
Signature over Printed Name
_____
Date

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*

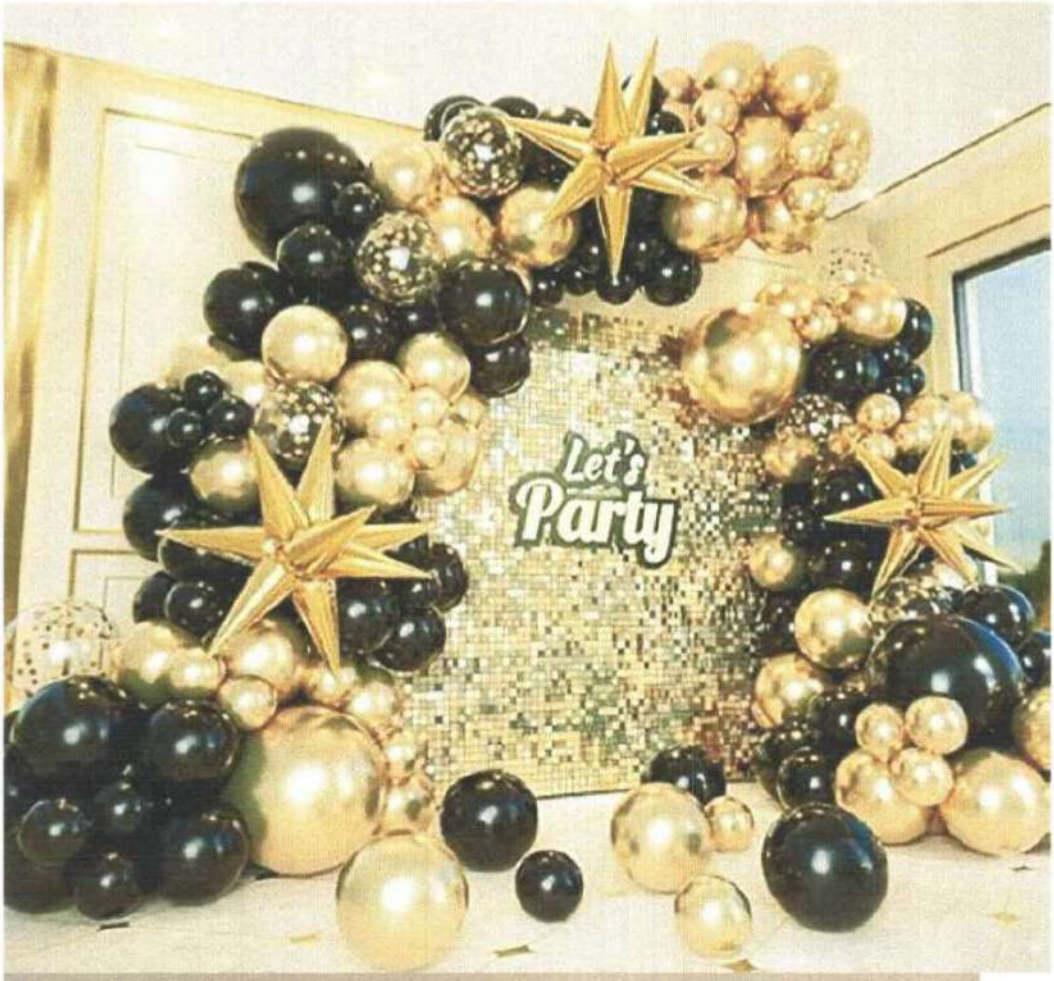
SAMPLE DESIGNS







Let's
Party!


Let's
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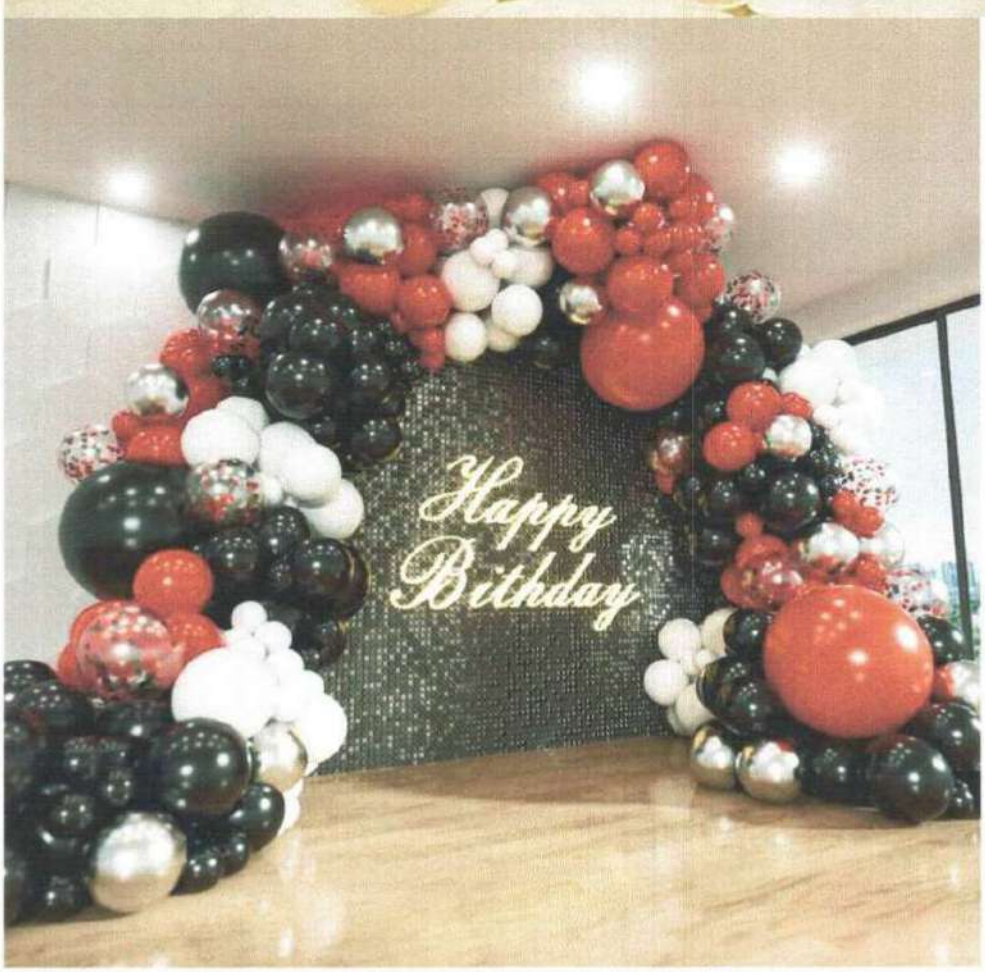
Happy
Birthday

Approved by:

ROWENA L. SALAS, MD
City Health Officer II