



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 Organizer to be used for the City of San Fernando Pampanga's 2025 Annual Forum for Construction Partners in the Building Industry**

Location of the Project : **Office of the City Building Official**

\_\_\_\_\_  
Company Name  
Date : **Sep 16, 2025**  
PR No. : **2025-09-01512**  
\_\_\_\_\_  
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, September 23, 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	1	lot	Contract of Service for the Event Organizer for the City of San Fernando Pampanga's 2025 Annual Forum for Construction Partners in the Building Industry Package: -150 pax Foods (PM snacks and Dinner) -Event Venue -Floor Direction -Stage Management (Lights and Sound System, LED Wall, etc.) -Physical Arrangement -Technical Director, Assistants/Ushers, Host/s and Performers			
<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



## OFFICE OF THE CITY BUILDING OFFICIAL

City Government of San Fernando, Pampanga

### TERMS OF REFERENCE

#### *Contract of Service for the Event Organizer for the City of San Fernando Pampanga's 2025 Annual Forum for Construction Partners in the Building Industry*

#### I. BACKGROUND

The City of San Fernando, Pampanga, continues to face the increasing impacts of climate-related disasters and environmental challenges. Situated within the Pacific Ring of Fire and the typhoon belt, the city remains highly vulnerable to natural hazards such as typhoons, floods, droughts, and earthquakes. These hazards pose significant threats to lives, disrupt infrastructure and livelihoods, and strain essential natural resources, particularly water.

In response, strengthening disaster resiliency has become a top priority. The construction and building industry serves a crucial role in addressing these challenges by promoting sustainable, science-based engineering solutions. Climate-resilient infrastructure projects—such as flood control systems, drainage networks, water supply facilities, rainwater harvesting systems, and watershed management programs—are essential in reducing vulnerabilities while ensuring long-term sustainability and water security.

To further advance this advocacy, the City Government of San Fernando will conduct the **Annual Forum for Construction Partners in the Building Industry 2025**. This event seeks to raise awareness and promote best practices in climate-resilient construction by integrating sustainability, environmental protection, and climate adaptation into engineering practices. It will also serve as a venue for exchanging policy frameworks, technological innovations, and strategies that reinforce the city's resilience agenda.

In support of this initiative, the City Government will enter into a **Contract of Service for the Event Organizer** to ensure the efficient planning, coordination, and management of the forum. The event organizer will be tasked with providing professional services essential to the successful implementation of the activity, including logistical arrangements, program facilitation, and other technical and administrative support necessary to achieve the objectives of the forum.

#### II. BUDGETARY REQUIREMENT

The budgetary requirement for the **Contract of Service for the Event Organizer for the City of San Fernando Pampanga's 2025 Annual Forum for Construction Partners in the Building Industry** is included in the PPMP with Ref. No. 2025-107. It is also incorporated in the Annual Procurement Plan (APP) of the City Government, with an allocated amount of **FOUR HUNDRED FIFTY THOUSAND PESOS (P450,000.00)**.

#### III. OBJECTIVES

The objectives of the **Contract of Service for the Event Organizer for the City of San Fernando Pampanga's 2025 Annual Forum for Construction Partners in the Building Industry**, are as follows:

1. Provide basic knowledge on disaster resilience principles, local disasters, hazards and risks.
2. Provide basic disaster risk assessment and apply into local area/projects.
3. Make participants familiar with the principles and potential solutions to challenges in the Philippines' water resources, regional and provincial water-river basin management concept and integrated water resources management.

#### IV. TERMS AND CONDITIONS

During the procurement process and the delivery or implementation of the contract, the end user and the supplier or contractor shall do the following:

a. Specifications/ Schedule of Requirements

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
1	Lot	Contract of Service for the Event Organizer for the City of San Fernando Pampanga's 2025 Annual Forum for Construction Partners in the Building Industry  <b>Deliverables:</b> -150 pax Foods (PM snacks and Dinner) -Venue -Lights and Sound System -LED Wall -Event Coordinator and Ushers/Usherettes -Honorarium of Host/s -Performers	September to November 2025	Within CSFP

b. Procurement Process

1. **For the end user:** Ensure the completion of all necessary documents to proceed with the procurement process.
2. **For the supplier or contractor:** Ensure the timely submission of all required documents to the Bids and Awards Committee (BAC) in accordance with the procurement schedule, including this TOR, which must be duly signed by the end user and acknowledged by the supplier or contractor.
3. If the procurement process extends into the following year, ensure that transactions are limited to those stipulated in the contract.
4. **For the end user:** Present this TOR clearly during the Pre-Bid Conference for the information of prospective bidders (for Competitive/Public Bidding) and (for Alternative Methods of Procurement), present it in coordination with the Buyer with the assistance of the end user.
5. Ensure to supply the requirements upon issuance of the PO/DOC.
6. Comply with the provisions of the Procurement Law, regardless of the mode of procurement, whether through Competitive/Public Bidding or 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. Supplier must be able to complete ingress and installation at the venue.
3. During delivery, strictly follow the provisions outlined in the Terms and Conditions of the PO/Contract, including the Delivery Schedule, Penalties, and other relevant clauses.

4. If there is a change in the Delivery Schedule or specifications, the end user, through the Procurement Officer, shall coordinate with the CGSO-Procurement Management Division (PMD) so that the latter can advise the supplier/contractor accordingly.
5. Coordination with the supplier/contractor shall be the responsibility of the CGSO-PMD as part of 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 present the PO and issue a Billing Statement.
3. The CGSO-PSMD shall prepare the corresponding Inspection and Acceptance Report(s). These documents will be used to notify the concerned offices, such as the City Accountant's Office (CAccO) and the Commission on Audit (COA), to include the delivery 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 ensure 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. Ensure on-time payment to the supplier/contractor, i.e., 15 days after delivery.
- b. The end user shall monitor the delivery.
- c. The Procurement Officer shall assist in monitoring and ensuring the timely payment to the supplier/contractor.
- d. Provide necessary and readily available documents, such as during the conduct of a post-audit.
- e. Evaluate the performance of the supplier/contractor, and in case of any violation of the Contract/Agreement, prepare a Verified Report.

Prepared by:

  
**LIONEL ANGELO M. POLINTAN**  
 Procurement Officer/ End- user

Approved by:

  
**ENGR. ANELE C. DAVID**  
 Acting City Building Official

**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.*