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 Livestreaming, Photo and Video Coverage with onsite video (same day edit) to be used for the Executive Governance Program in celebration of the First 100 Days of City Mayor Honorable Vilma Balle Caluag, " Fernandino Ka, Kayabe Ka" in the City of San Fernando, Pampanga**

Location of the Project : **City Mayor's Office**

_____
Company Name

_____
Address

Date : **Oct 2, 2025**

PR No. : **2025-09-01628**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, October 6, 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	1	package(s)	Livestreaming Team and for photo and video coverage with onsite video (same-day edit)			
					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

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Project Location: **City of San Fernando, Pampanga**

Background:

The first 100 days of Mayor Vilma's leadership serve as a defining period to set the tone of governance anchored on her 10-Point Agenda. These early months are a testament to her commitment to a leadership of compassion, integrity, and accountability. The accomplishments during this period reflect her firm resolve to bring the government closer to the people—listening, responding, and delivering services that matter most to every Fernandino.

This 100-Day milestone aims to highlight the concrete initiatives under key sectors: good governance, health, education, social welfare, public safety, environmental protection, tourism, culture, and sports, livelihood, infrastructure, and agriculture. These are not mere programs but lifelines of hope for a better and more inclusive city.

In recognizing God's providence and grace, Mayor Vilma's leadership is also guided by faith—believing that through unity and divine guidance, the City Government can build a future that honors not only the people, but also the will of God.

Objectives

- To present and document the key accomplishments of Mayor Vilma within her first 100 days in office, anchored on her 10-Point Agenda, and in alignment with the city's vision of inclusive and sustainable development.
- To inspire transparency, accountability, and hope among stakeholders by communicating the progress and impact of programs in health, education, livelihood, governance, and other priority areas.
- To strengthen collaboration and trust between the city government and its citizens, partners, and stakeholders by showing a clear direction, grounded in values-based leadership and service with compassion.

Budgetary Requirements:

The Approved Budget for the Contract of Service for the Livestreaming, Photo and Video Coverage with onsite video (same day edit) to be used for the Executive Governance Program in celebration of the First 100 Days of City Mayor Honorable Vilma Balle Caluag, " Fernandino Ka, Kayabe Ka" in the City of San Fernando, Pampanga is included in the PPMP with Reference Number 2025-2692 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of 100,000.00 amount in figure or One Hundred Thousand Pesos amount in words.

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Project Location: **City of San Fernando, Pampanga**

Minimum Requirement for the Supplier

1. The Supplier must ensure the specifications and schedule of requirements indicated in the Purchase Order

   A. The Supplier must ensure the following details:

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
-	pax	Livestreaming Team and for photo and video coverage with onsite video (same-day edit)	1	100,000.00	100,000.00
				SUBTOTAL:	**P100,000.00**

2. The supplier must be open for any changes and cancellation of orders for the unforeseen circumstances.

3. The supplier must be compliant with the IATF Health and Safety Protocols.

4. The Supplier must follow the procurement, delivery and inspection procedure set by the City Government of San Fernando, Pampanga for procured good and services.

Deliverables by the Supplier and City Government

The deliverables of the supplier shall be as follows:

a. Provide the quantity of the **Livestreaming Team** 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 i.e., 15 days after delivery regardless if the delivery is per month or Ordering Agreement.

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b. End- user shall monitor the delivery and completeness of requirements and documents to avoid delays.

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.

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Project Location: **City of San Fernando, Pampanga**

Prepared by:

C. Estolano

Charlotte D. Estolano
Procurement Officer

Noted by:

LEVI P. PANLILIO
Head, Community Affairs Division

Conforme:

_____
Signature Above 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.