



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 Package to be used for the Light Up Ceremony of Lantern and Lights Decoration Project during the 2025 Christmas Season in the City of San Fernando, Pampanga**

Location of the Project : **City Tourism and Investment Promotions Office - Investment And Promotion Division**

Company Name _____ Date : **Oct 23, 2025**

Address _____ PR No. : **2025-10-01783**

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 27, 2025 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Janelle D.A. Tungcab
Administrative Assistant II


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	CEREMONIAL LIGHT UP EVENT PACKAGE - Stage / Platform - Lights - Sparkular Machine - Bibingka and Puto Bumbong Booth - Tsokolateng Batirol Station			
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 EVENT PACKAGE TO BE USED FOR THE LIGHT UP CEREMONY OF LANTERN AND LIGHTS DECORATION PROJECT DURING THE 2025 CHRISTMAS SEASON IN THE CITY OF SAN FERNANDO, PAMPANGA

I. BACKGROUND

The City of San Fernando in Pampanga is widely recognized as the Christmas Capital of the Philippines. It takes pride in its rich traditions and vibrant culture. One of the city's key cultural pillars is its lantern-making industry, which has become an iconic symbol of both local craftsmanship and festive spirit. Year round, the city embarks on an annual initiative to promote this unique art form by transforming major local government buildings, other prominent areas and some major thoroughfares such as Jose Abad Santos Avenue and Baliti McArthur Highway, into colorful showcases of Fernandino craftsmanship and light.

The lantern displays are carefully curated to highlight the artistry and craftsmanship involved in their creation and by adorning key areas of the city with these vibrant and striking lanterns, San Fernando draws attention to the significant role of lantern-making in the region. The initiative also helps stimulate the local economy by attracting both domestic and international visitors, eager to see the beautiful lanterns up close. The stunning displays are an excellent example of how tradition and commerce intertwine, as the lantern industry is a key contributor to the city's identity and economic growth. Through this initiative, San Fernando continues to position itself as the heart of the lantern-making industry in the Philippines where tradition meets innovation.

The city's commitment to preserving this cultural art form while promotion it as a thriving industry underscores its dedication to economic progress and cultural pride. Annually, the city conducts a ceremonial light up of lantern displays as a signal to residents and tourists alike to come and visit San Fernando and savor the warm welcome of Fernandinos.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement of the Contract of Service for the Event Package to be used for the Light Up Ceremony of Lantern and Lights Decoration Project during the 2025 Christmas Season in the City of San Fernando, Pampanga is included in the PPMP with **Ref. No. 2025-2812** and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **ONE HUNDRED THOUSAND PESOS (100,000.00)**.

III. OBJECTIVES

The objectives of the Contract of Service for the Event Package to be used for the Light Up Ceremony of Lantern and Lights Decoration Project during the 2025 Christmas Season in the City of San Fernando, Pampanga are as follows:

1. To highlight the city's role as a leading center for lantern production in the Philippines by showcasing local craftsmanship and artistic talent
2. To boost local economic development, the display of lanterns and lights serves as a marketing promotion for the industry.
3. To visually enhance public spaces; the play of colorful lights are visually pleasing to residents and tourists alike
4. To promote arts and innovation and raise awareness, thereby attracting investors

IV. 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	Lot	CEREMONIAL LIGHT UP EVENT PACKAGE - Stage / Platform - Lights - Sparkular Machine - Bibingka and Puto Bumbong Booth - Tsokolateng Batirol Station	10 days upon issuance of contract and NTP	On site

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 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 **10 days upon issuance of contract and NTP.**
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 items included in the event package 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

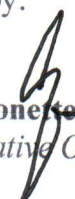
The deliverables of the supplier/ contractor shall be as follows:

- a. Provide the quantity and quality of items included in the event package 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 by:


Mari Antonette G. Quizon
Administrative Officer II

Approved by:

Ma. Lourdes Carmella Jade D. Pangilinan
City Tourism and Investment Promotion 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.