




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 Rental of Sound System, Lights and LED Screen to be used for the 2025 General Assembly of City Officials, Employees and Attached Agencies of the City Government of San Fernando, Pampanga  
**Location of the Project :** City Human Resource Management Office

Company Name	Date : <b>Nov 6, 2025</b>
Address	PR No. : <b>2025-11-01885</b>

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Wednesday, November 12, 2025 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga.**

**Canvassed by:** Lorraine Kate M. Escoto  
 Administrative Assistant 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	package(s)	<ul style="list-style-type: none"> <li>• OUTDOOR AUDIO SYSTEM</li> <li>o 12 units Active Line Array Speaker System (front of house)</li> <li>o 2 units Active Line Array Speaker System (front hill)</li> <li>o 4 units high power subwoofer</li> <li>o 6 units active stage monitor speakers</li> <li>o 1 unit high capacity digital console/mixer</li> <li>o 1 unit digital snake box</li> <li>o 1 lot cables</li> <li>o 1 unit laptop</li> <li>o 8 units wireless microphones</li> <li>o 2 units wired microphones</li> <li>o 8 units mic stand</li> <li>o 8 units lyric stand</li> <li>o 24 units RGBW LED par lights</li> <li>o 16 units LED 350 beam spots</li> <li>o 16 units Wash Lighting</li> <li>o 8 units Multi-Function Moving Panel Lights</li> <li>o 8 units Bar Lights</li> <li>o 8 units Amber White par LED lights</li> <li>o 8 units Amber white par-led</li> <li>o 1 unit DMX Lighting Control Console</li> <li>o 1 unit smoke machine</li> <li>o 1 unit haze Machine</li> <li>o 2 units crank lights stand</li> <li>o 2 units high-capacity power distribution unit</li> <li>o 1 unit follow spot</li> <li>• VISUAL SYSTEM</li> <li>o 4 sets P3 LED screen system</li> <li>o 160 panels P3 50x50cm cabinet</li> <li>o 1 set video processors</li> <li>o 1 unit laptop</li> <li>o 1 set 3, 4 &amp; 5 ft riser with black cloth cover</li> <li>o 1 unit TV monitor</li> <li>o 1 lot patch cables with link</li> <li>o 1 unit power distribution unit with 3 pcs mainline cables</li> </ul>			



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

<b>Item No.</b>	<b>Qty</b>	<b>Unit</b>	<b>Item Description</b>	<b>Remarks</b>	<b>Unit Price</b>	<b>Total</b>
			<ul style="list-style-type: none"><li>o 1 lot HDMI cables &amp; splitters</li><li>o 10 pcs stage frame</li><li>o 3 pcs platform</li><li>o 2 pcs counterweight</li><li>o 2 pcs back frame with support</li><li>• TRUSSES</li><li>o 1 Set 20x50ft Inverted U Trusses</li></ul>			
<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

## TERMS OF REFERENCE

### **CONTRACT OF SERVICE FOR THE RENTAL OF SOUND SYSTEM, LIGHTS AND LED SCREEN TO BE USED FOR THE 2025 GENERAL ASSEMBLY OF CITY OFFICIALS, EMPLOYEES AND ATTACHED AGENCIES OF THE CITY GOVERNMENT OF SAN FERNANDO, PAMPANGA**

#### **I. BACKGROUND**

The City Government of San Fernando, is once again a multi-awarded local government unit recognized for its excellence in governance, innovation, and public service across various sectors. This is evidenced by various regional and national-level awards and recognitions it received from 2024 to present such as its 2024 & 2025 ISO 9001:2015 re-certification; 2024 Child Friendly Local Governance Audit (CFLGA) Award; National Anti-Drug Abuse Council Performance Award; Gawad Sulayman Award; and Seal of Good Local Governance - DILG, Gawad Sulong Karapatan Regional Awardee 2024 – CHR Region 3; Gawad Makabata & Sebisyong Matapat 2024 Awards – DSWD Region 3; Top PESO PEIS Implementer Award – DOLE Region 3; 2024 Tourism Destination of the Year; Pamana & Kalinaw Awards 2024 - DOT Region 3; high functionality ratings of its Anti-Drug Abuse Council, Persons with Disability Affairs Office, City Local Committee Against Trafficking and Violence Against Women and their Children and Local Council for the Protection of Children - DILG; Zero Audit suspensions, disallowances and charges based on SASDC issued by COA and other recognitions from national government agencies as well as other reputable private organizations.

For the City Government to ensure the sustainability and continuity of excellence in the delivery of its projects, programs and activities, the conduct of an assessment of the strengths, weaknesses and opportunities for improvement of the agency specifically its human resource is necessary. In addition, a teambuilding activity is also considered vital in sustaining the motivation and well-being of the LGU's workforce as we highly attribute the abovementioned awards and other achievements of the LGU to them.

In view of the above, the LGU aims to celebrate its past successes while making continuously improvement in its programs in the coming year through assessment, evaluation and development of strategic plans. Thus, an annual general assembly for all LGU employees and partner national government agencies is proposed.

#### **II. BUDGETARY REQUIREMENT**

The Budgetary Requirement for the Contract of Service for the Rental of Sound System, Lights and LED Screen to be used for the 2025 General Assembly of City Officials, Employees and Attached Agencies of the City Government of San Fernando, Pampanga shall be charged to the City Human Resource Management Office's Training Fund and is included in the PPMP with Code No. 2025-1380 and is already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of ONE HUNDRED SEVENTY FIVE THOUSAND PESOS (P 175,000.00) ONLY.

#### **III. OBJECTIVE**

The rental of Sound System, Event Lights and Band Instrument shall be utilized during the conduct of General Assembly 2025 for City Government Officials, Employees and Personnel from the its attached agencies.

#### IV. 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

Item No.	Unit	Particulars	Quantity
1	package	<ul style="list-style-type: none"> <li>• OUTDOOR AUDIO SYSTEM               <ul style="list-style-type: none"> <li>○ 12 units Active Line Array Speaker System (front of house)</li> <li>○ 2 units Active Line Array Speaker System (front hill)</li> <li>○ 4 units high power subwoofer</li> <li>○ 6 units active stage monitor speakers</li> <li>○ 1 unit high capacity digital console/mixer</li> <li>○ 1 unit digital snake box</li> <li>○ 1 lot cables</li> <li>○ 1 unit laptop</li> <li>○ 8 units wireless microphones</li> <li>○ 2 units wired microphones</li> <li>○ 8 units mic stand</li> <li>○ 8 units lyric stand</li> <li>○ 24 units RGBW LED par lights</li> <li>○ 16 units LED 350 beam spots</li> <li>○ 16 units Wash Lighting</li> <li>○ 8 units Multi-Function Moving Panel Lights</li> <li>○ 8 units Bar Lights</li> <li>○ 8 units Amber White par LED lights</li> <li>○ 8 units Amber white par-led</li> <li>○ 1 unit DMX Lighting Control Console</li> <li>○ 1 unit smoke machine</li> <li>○ 1 unit haze Machine</li> <li>○ 2 units crank lights stand</li> <li>○ 2 units high-capacity power distribution unit</li> <li>○ 1 unit follow spot</li> </ul> </li> <li>• VISUAL SYSTEM               <ul style="list-style-type: none"> <li>○ 4 sets P3 LED screen system</li> <li>○ 160 panels P3 50x50cm cabinet</li> <li>○ 1 set video processors</li> <li>○ 1 unit laptop</li> <li>○ 1 set 3, 4 &amp; 5 ft riser with black cloth cover</li> <li>○ 1 unit TV monitor</li> <li>○ 1 lot patch cables with link</li> <li>○ 1 unit power distribution unit with 3 pcs mainline cables</li> <li>○ 1 lot HDMI cables &amp; splitters</li> <li>○ 10 pcs stage frame</li> <li>○ 3 pcs platform</li> <li>○ 2 pcs counterweight</li> <li>○ 2 pcs back frame with support</li> </ul> </li> <li>• TRUSSES               <ul style="list-style-type: none"> <li>○ 1 Set 20x50ft Inverted U Trusses</li> </ul> </li> </ul>	1

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 or before December 5, 2025, 12:00PM.
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 that 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 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 equipment and to immediately notify the supplier/ contractor in case of any concerns before the acceptance.

d. Inspection and Acceptance

1. The CGSO- PSMD shall inspect and accept the delivery.
2. The supplier/contractor shall present the PO and issue Sales Invoice.
3. The CGSO- PSMD shall prepare the corresponding Inspection and Acceptance Report/s.

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 specification of outdoor sound system, event lights and band instruments being required in the event; and,
- b. 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.