



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 Portalets to be used for the GLF 2025 in the City of San Fernando, Pampanga**

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

Company Name

Address

Date : **Nov 18, 2025**

PR No. : **2025-11-01936**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, November 25, 2025 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Camille C. Mendiola
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	16	pc(s)	Regular Portalets (including mobilization and installation)			
2	4	pc(s)	Air-Conditioned Portalets (including mobilization and installation)			
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 RENTAL OF PORTALETS TO BE USED FOR THE GLF 2025 IN THE CITY OF SAN FERNANDO, PAMPANGA IN 2025

I. BACKGROUND

The City of San Fernando, Pampanga will be celebrating the 117th year of giant lantern making. Through the years, the City has built a solid reputation as home of the best craftsmen, the finest lanterns and the biggest Christmas event in the country, the Giant Lantern Festival. The Festival, which runs for an average of 10 to 15 days, attracts thousands of local and international visitors across the globe with the lanterns being exhibited in different public spaces in the City, and nearby municipalities and cities.

The Festival has always been multi-sectoral in nature. Through the years, various sectors of the community have been included in the celebration. In recent years, schools, national government agencies, homeowners' associations, travel operators and guides, and business establishments have become involved in the festivities through various competitions and activities.

Furthermore, lantern making is deeply-rooted and embedded in Fernandino culture. It is a part of life in the City, uniting the community and inspiring creativity. The tradition also reflects important Fernandino values in its execution—perseverance in pursuing excellence, innovativeness and artistic imagination, bold ambition, and solidarity. It captures and translates the essence of Fernandino identity and positions the San Fernando in the global stage as a world-class City.

One of the major factors of this festival to be successful is the proper planning and implementation of different logistical needs and requirements.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement to be used for the Contract of Service for the Rental of Portalets to be used during the GLF 2025 in the City of San Fernando, Pampanga in 2025 is included in the PPMP with Ref No. 2025-2726 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of EIGHTY THOUSAND PESOS (P80,000.00).

III. OBJECTIVES

1. Strengthen partnership with Private Sector partners.
2. Ensure the safety, security, and traffic management of the concern viewers.
3. Provide enjoyment to all guests without sacrificing any convenience.
4. To encourage community participation and bolster the continuous practice of Fernandino values.
5. To inspire more tourists to visit and appreciate Fernandino culture and hospitality.

IV. METHODOLOGY

1. Coordination and consultation with different private sector partners, City Engineer's Office, City Public Order and Safety Coordinating Office, and City Disaster and Risk Reduction Management Office for the proper planning of logistical concerns and needs.
2. Provide necessary requirements to ensure the safety, security and convenience of the viewers
3. Look for quality suppliers for all the requirements.

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
16	Pcs	Portalets @ P3,500.00 including mobilization and installation	December 12, 2025 9:00am	Robinsons Starmills Pampanga
4	Pcs	Portalets with air-conditioned @ P6,000.00 including mobilization and installation		

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 December 12, 2025 | 9:00am
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 materials and to immediately notify the supplier/ contractor in case of any concerns before the acceptance.

d. Inspection and Acceptance

The End- user shall accept the delivery with the (1) delivery receipts, and submit immediately to the Inspector or CGSO- PSMD.

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.

VI. 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 portalets being required by the project/ program; and
- b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.
- c. Assign a representative who will coordinate and comply with all the documentary requirements of the project.
- d. Include the free mobilization and installation by the supplier to the venue in December 12, 2025 at 9:00AM
- e. The supplier must provide 24 rolls/ 2packs bathroom tissues to 4 air-conditioned portalets.

The deliverables of the City Government shall be as follows:

- a. To coordinate and process the requirement of the supplier/contractor;
- b. The Procurement Officer shall assist in the monitoring, delivery and on- time payment of the supplier.
- c. Provide necessary and readily- available documents such as during the conduct of post- audit.
- d. Evaluate the performance of the supplier/ contractor and in case there is a violation to the Contract/ Agreement, prepare a Verified Report.

Prepared by:


James Allen M. Santiago
 Administrative Assistant II

Approved by:


Ma. Lourdes Carmela Jade Pangilinan
 City Tourism and Investment Promotions Officer

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.