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 : **Supply and Delivery of Exhibit Materials to be used during the Kaganapan 2026 Cityhood Exhibit 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 : **Jan 27, 2026**

PR No. : **2026-01-00128**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, February 2, 2026 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Jannelle T. Vicencio
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	lot	Exhibit Materials: - 20pcs. 4ft x 8ft White panel boards with black colored metal base (see attached sample) - Printing and delivery of reproduced photos and documents on Sintra boards (100 pcs, different sizes from 8in x 8in to 30in 40in) - 150m white flat cord (1.25mm² SPT-2 300V) - 30pcs. clip-on exhibit lights (warm white) with regular male 10a 220V plug - 10 extension sockets for regular male 10a 220V plug (4 gang) - 20 sets with stainless stands red-colored stanchions			
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

Supply and Delivery of Exhibit Materials to be used during the Kaganapan 2026 Cityhood Exhibit in the City of San Fernando, Pampanga

I. BACKGROUND

In celebration of the 25th City Charter Anniversary, the City Government of San Fernando, Pampanga celebrates "Kaganapan", a month-long series of activities for its citizenry. Tracing its roots from the conversion of the Municipality of San Fernando, Pampanga into a City by virtue of Republic Act No. 8990 on February 4, 2001, the event also promotes public-private partnership and tourism development. This event also stimulates economic activity and engages different sectors of the community.

The City Government conducts this Solidarity Dinner and Cityhood exhibit to give recognition to individuals in government and private sectors who contributed to the city's Cityhood charter and its progress for the past 25 years.

II. BUDGETARY REQUIREMENT

Supply and Delivery of Exhibit Materials to be used during the Kaganapan 2026 Cityhood Exhibit in the City of San Fernando, Pampanga is included in PPMP with **Ref. No. 2026-64,** which is in the amount of TWO HUNDRED FIFTY THOUSAND PESOS (P 250,000.00).

III. OBJECTIVES

- To give tribute to the past City Official Heroes who made great contributions in founding of the Cityhood Charter of the City of San Fernando, Pampanga.
- To recognize the Municipal and City Mayors, and department heads of the Local Government, and their contributions to the City of San Fernando Pampanga.
- To take pride in our glorious past.
- To inculcate and develop sense of pride of place among Fernandinos.
- To conduct a historical exhibition of paintings and photographs.

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	Exhibit Materials: • 20 pcs 4ft x 8ft White panel boards with black	February 2026	City of San Fernando, Pampanga

		colored metal base (see attached sample) • Printing and Delivery of reproduced photos and documents on Sintra boards (100 pcs, different sizes from 8in x 8in to 30in x 40 in) • 150m white flat cord (1.25mm^2 SPT-2 300V) • 30 pcs Clip-on exhibit lights (warm white) with regular male 10a 220V plug • 10 extension sockets for regular male 10a 220V plug (4 gang) • 20 sets with stainless stands red-colored stanchions		

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 February 2026.

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.

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.

   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 all the equipment needed to do the job.
b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.
c. Issue billing statement.
d. 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. On- time payment of the supplier/ contractor i.e., 15 days after delivery.
b. End- user shall monitor the delivery.
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:

Raymond Feliciano
Project Manager

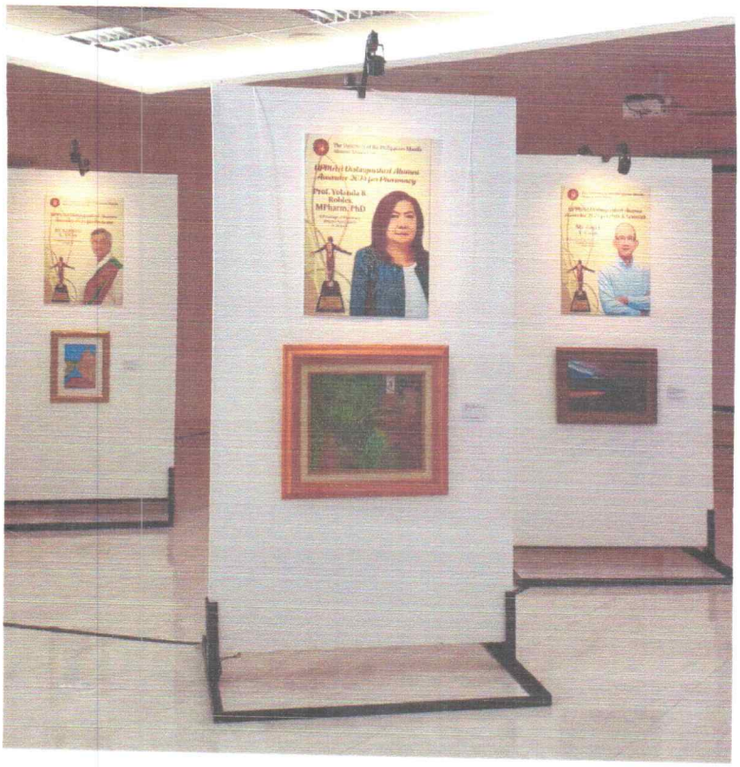
Approved by:

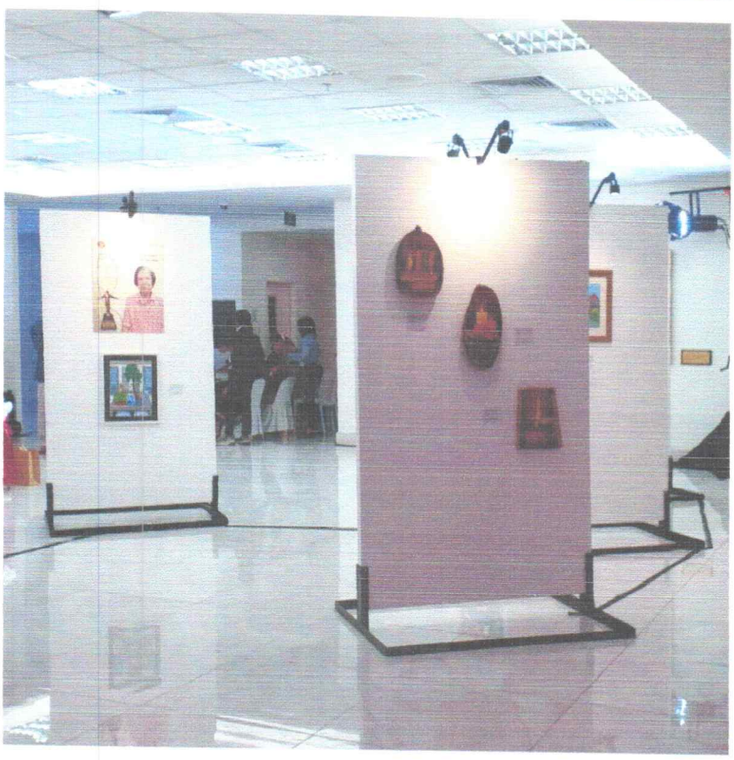
Ma. Lourdes Carmella Jade D. Pangilinan
City Tourism and Investment Promotions Officer

CONFORME:

Signature over Printed Name

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.


Prof. Yetunde A. Bolaji, MPharm, PhD



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YEARS