



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 Kiddie Chair and Trapezoidal Table to be used at the Evacuation Centers in the City of San Fernando, Pampanga**

Location of the Project : **City Social Welfare and Development Office**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

Date : **Jul 28, 2023**

PR No. : **2023-07-01653**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Friday, August 4, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Camille C. Mendiola

  
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	20	unit(s)	Kiddie Chairs (Plastic) Size: L34xW36xH43cm Seat Height: 28cm Material: HDPE Color: Red, Blue, Yellow			
2	10	unit(s)	Trapezoidal Table (Adjustable) Size: 95x53x46-58cm Table Top: Particle Board, Injected PVC edge Table Leg: Plastic Color: Red, Blue, Yellow			
<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

### SUPPLY AND DELIVERY OF KIDDIE CHAIR AND TRAPEZOIDAL TABLE TO BE USED AT THE EVACUATION CENTERS IN THE CITY OF SAN FERNANDO, PAMPANGA

#### I. BACKGROUND

Pursuant to R.A. No. 7160, also known as the Local Government Code of 1991, the local governments, specifically the provincial governments, are mandated to provide immediate basic relief assistance such as food, clothing, psycho-social support, and emergency shelter to families affected by natural or human-induced. There is need to immediately move the disaster affected families to safe camp centers or safe areas because of the threat of or actual occurrence of disasters which may cause loss of lives and destruction of properties.

The orderly movement of families to safe camp centers and areas (school facilities, multi-purpose centers, health centers, barangay halls, chapels, churches, government buildings tents and bunk houses) is one of the most difficult tasks to undertake and manage when done only during emergencies. Families are oftentimes unwilling to leave their homes for fear of losing their valuables or because they may feel that their security at the alternate location cannot be assured. Suitable means of transportation may also be lacking.

The safety of the family or population is the primary consideration but the readiness and resources available for the purpose is oftentimes as issue depending on the magnitude of the disaster where there is a need for massive evacuations to ensure. Section 5 of RA 10121 recognizes the need for the Local Government Units (LGUs) to perceive and approach evacuation holistically, to encourage and guide LGUs to mobilize its resources as a means of ensuring that all aspects of evacuation are equally strengthened.

#### II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Kiddie Chair and Trapezoidal Table to be used at the Evacuation Centers in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2023 – 2964 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **FIFTY-FIVE THOUSAND PESOS (P55,000.00)**.

#### III. OBJECTIVES

The objectives of the Supply and Delivery of Kiddie Chair and Trapezoidal Table to be used at the Evacuation Centers in the City of San Fernando, Pampanga are as follows:

1. To provide well-timed transitioning from relief to early recovery and rehabilitation as an intervention to mitigate further exposure of families affected to disaster;
2. To equip the permanent evacuation centers and the 7 camp centers ready to accommodation internally displaced individuals during the disaster season.

#### 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
20	Unit(s)	Kiddie Chairs (Plastic) Size: L34xW36xH43cm Seat Height: 28cm Material: HDPE Color: Red, Blue, Yellow	July-December 2023	CGSO, Central Storage

10	Unit(s)	Trapezoidal Table (Adjustable) Size: 95x53x46-58cm Table Top: Particle Board, Injected PVC edge Table Leg: Plastic Color: Red, Blue, Yellow		
----	---------	--	--	--

**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 July-December 2023.
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 meals 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**

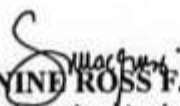
The deliverables of the supplier/contractor shall be as follows:

- a. Provide the quantity of the Kiddie Chair and Trapezoidal Table being required by the project/ program; and
- b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.

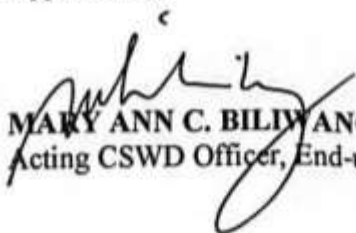
The deliverables of the City Government shall be as follows:

- 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:

  
**SHANINE ROSS F. DELA CRUZ**  
Administrative Assistant II

Approved by:

  
**MARY ANN C. BILIYANG**  
Acting CSWD Officer, End-user *ca*

<b>CONFORME:</b>
_____ 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.*