



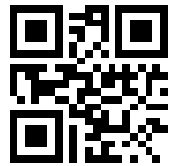
Republic of the Philippines
Province of Pampanga

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 Laptop Computer to be used at various Child Development Centers for the year 2023 in the City of San Fernando, Pampanga**
Location of the Project : **City Social Welfare and Development Office**

Company Name
Date : **Jul 4, 2023**
PR No. : **2023-06-01453**

Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, July 11, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by: _____ Approved by: _____

Monalyn L. Moulic
Administrative Aide VI (Buyer II)

Atty. Jose Elmer Y. Teodoro
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	15	unit(s)	Laptop Computer Ryzen 5 56250U or higher 8GB RAM or higher (DDR4) With additional slot and Upgradable to 16GB or higher 512GB SSD M.2 NVMe (supports up to 1TB SSD) Integrated Graphics or separate video card 15.6" inch Display or Higher Full Keyboard with Numpad Camera HD 720p with Privacy Shutter Licensed Windows 11 64bit OS Laptop Bag Wireless Mouse Headset with Microphone			
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 LAPTOP COMPUTER TO BE USED AT VARIOUS CHILD DEVELOPMENT CENTERS FOR THE YEAR 2023 IN THE CITY OF SAN FERNANDO, PAMPANGA

I. BACKGROUND

Pursuant to R.A. No. 7160 otherwise known as the Local Government Code of 1991 Particularly Section 444(b)(1) provides that the Chief Executive shall exercise general supervision and control over all programs, projects, services, and activities of the local government.

Under the Area V of the Standards and Guidelines for Center-Based Early Childhood Programs for 0-4 years old Filipino Children states that, The Center implements a curriculum that is anchored on the National Early Learning Framework (NELF), and is consistent with the Early Learning Development Standards (ELDS) validated for Filipino children. The curriculum manifests developmentally appropriate practices which have a component of systematic assessment that provides information on children's development and learning that is used to plan for and modify the instructional program. It must also appropriate responds to the Developmental Needs of every young child in the center, which is the curriculum is based on information derived from a variety of sources about children in the six domains: physical health, well-being and motor development, socio emotional development, character and values development, and creative and aesthetic development.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Laptop Computer to be used at various Child Development Centers for the year 2023 in the City of San Fernando, Pampanga is included in the PMP with Ref. No. 2023-2005 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **SIX HUNDRED THOUSAND PESOS (P600,000.00)**.

III. OBJECTIVES

The objectives of the Supply and Delivery of Laptop Computer to be used at various Child Development Centers for the year 2023 in the City of San Fernando, Pampanga are as follows:

1. To provide quality teaching/learning materials to ECCD Service Providers; and
2. To enhance and upgrade the quality of Early Learning programs and services.

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
15	Units	Laptop Computer Ryzen 5 56250U or higher 8GB RAM or higher (DDR4) With additional slot and Upgradable to 16GB or higher	30 days after the issuance of Purchase Order/Notice to Proceed	Central Storage, CGSO, New Public Market, Del Pilar, CSFP

		512GB SSD M.2 NVMe (supports up to 1TB SSD) Integrated Graphics or separate video card 15.6" inch Display or Higher Full Keyboard with Numpad Camera HD 720p with Privacy Shutter Licensed Windows 11 64bit OS Laptop Bag Wireless Mouse Headset with Microphone		
--	--	--	--	--

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 to supply the requirements upon issuance of DOC.
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)/ Delivery Order Contract (DOC), No Delivery" Policy and comply with the delivery period.
2. The Delivery Period shall be from 30 days after the issuance of Purchase Order/Notice to Proceed.
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 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.

kSuch 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 laptops being required by the project/ program; and
- b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.

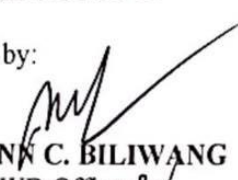
The deliverables of the City Government shall be as follows:

- a. On- time payment of the supplier/ contractor i.e., 15 days after the month.
- 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:


MARICETTE KRIZETTE R. GA
Administrative Officer II

Approved by:


MARY ANN C. BILIWANG
Acting CSWD 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.