



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 Bus to be used for the END-TERM Assessment of Barangay Peace and Order, Councils (BPOCs) and Preparation of Barangay Peace and Order and Public Safety Plan for FY 2023-2025**

Location of the Project : **City Mayor's Office**

Company Name

Address

Date : **Sep 15, 2023**

PR No. : **2023-09-02155**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, September 19, 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
Day 1 - 3 September 20-22, 2023						
1	7	unit(s)	Rental of Bus - Rountrip transportation from CSFP to Teachers Camp, Baguio City - 64 Seaters Bus - Sanitized Seats - Air Conditioned - Bus Attendant			
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

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Project Location: **City of San Fernando, Pampanga**

Background:

Section 16 of the Local Government Code or RA 7160 mandates all local government units to ensure and maintain peace and order within their respective areas of jurisdiction. Section 116 of the said law also states that a Peace and Order Council (POC) shall be established in every province, city, and municipality.

Under Section 3 (a) of DILG-MC No. 2015-130 dated November 3, 2015 provides that the Barangay Peace and Order Council shall prepare a three-year Barangay Peace and Order and Public Safety (BPOPS) Plan.

Under Section 4 (iii) of Dangerous Drugs Board (DDB) Regulation No. 4 dated 19 September 2016 provides that all city and municipal mayors are enjoined to ensure that every barangay in their respective jurisdiction shall formulate the Barangay Peace and Order and Public Safety (BPOPS) Plan and Barangay Anti-Illegal Drug Abuse Council (BADAC) Plan of Action as its component.

Under DILG Memorandum Circular No. 2017-142 dated October 23, 2017, the guidelines for the formulation of a Simplified Barangay Peace and Order and Public Safety (BPOPS) Plan highlighting on Section 4 (1) that the BPOC and BADAC, preferably, with the presence and participation of the other members of the sangguniang barangay, barangay secretary and barangay treasurer.

Currently, all thirty-five (35) barangays has an outdated BPOPS Plan for 2023-2025 coverage period.

Objective/s

The workshop aims to:

- Increase knowledge and understanding on the barangay peace and order and public safety;
- Identify the barangays' strengths, weaknesses, opportunities and threats relative to the current state of the barangay peace and order and public safety as an organization;
- Identify precautionary measures in anticipation and prevention of any untoward incidence that may compromise the safety of Fernandinos;

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- Formulate peace and order and public safety strategies aligned in attaining the barangay vision and objectives, and;
- Outline the priority programs, projects and activities that will address the needs of every individual in the barangay level

Budgetary Requirements:

The Approved Budget for the **Contract of Service for the Rental of Bus to be used for the END-TERM Assessment of Barangay Peace and Order, Councils (BPOCs) and Preparation of Barangay Peace and Order and Public Safety Plan for FY 2023-2025** at the City of San Fernando, Pampanga is included in the PPMP with Reference Number 2023-3513 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of P315,000.00 amount in figure or Three Hundred Fifteen Thousand amount in words.

Minimum Requirement for the Supplier

1. The Supplier must ensure the specifications and schedule of requirements indicated in the Purchase Order. The concerned office thru the Designated Procurement Officer will inform the supplier for the whole details of the delivery at least 1 – 2 days before the event to provide the order as per approved Delivery Order Contract and Order List.
2. The supplier must be open for any changes and cancellation of orders for the unforeseen circumstances.
3. The supplier must be compliant with the IATF Health and Safety Protocols.
4. The Supplier must follow the procurement, delivery and inspection procedure set by the City Government of San Fernando, Pampanga for procured good and services.

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Deliverables by the Supplier and City Government

The deliverables of the supplier shall be as follows:

- a. Provide the quantity of the buses 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 i.e., 15 days after delivery regardless if the delivery is per month or Ordering Agreement.
- b. End- user shall monitor the delivery and completeness of requirements and documents to avoid delays.
- 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.


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Project Location: **City of San Fernando, Pampanga**

Prepared by:

Prepared by:


Walter C. Navarro
Procurement Officer

Noted by:

Conforme:


REYMUNDO M. HIPOLITO JR.
Chief of Staff

Signature Above 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.