



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 Starter Kits to be used for the Skills Training and Entrepreneurship 2023 graduates of the City Administrator's Office-City Employment Service Division in the City of San Fernando, Pampanga subject to Ordering Agreement**

Location of the Project : **City Administrator's Office - City Employment Services Division**

Company Name

Date : **Oct 5, 2023**

PR No. : **2023-10-02310**

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, October 10, 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
<b>Beauty Care</b>						
1	34	pc(s)	Acetone (60ml)			
2	34	pc(s)	Mertilet (60ml)			
3	17	pc(s)	Nail Brush			
4	70	pc(s)	Storage Box with handle (small) 8L			
5	17	box(s)	Nail Polish Assorted Colors (1box) 3 box colorless, 3 box red, 3 box white, 3 box beige. 3 box platinum, 2 box gray			
6	70	pc(s)	Ethyl Alcohol 70% solution (500ml)			
7	17	pc(s)	Foot Scrub (250g)			
8	17	pc(s)	Foot File			
9	17	pc(s)	Bubble Foot Spa Machine			



Republic of the Philippines

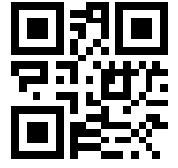
Province of Pampanga

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 Starter Kits to be used for the Skills Training and Entrepreneurship 2023 graduates of the City Administrator's Office-City Employment Service Division in the City of San Fernando, Pampanga subject to Ordering Agreement**

Location of the Project : **City Administrator's Office - City Employment Services Division**

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
<b>Massage Therapy</b>						
10	106	pc(s)	Massage Oil			
11	53	pc(s)	Aneroid BP Apparatus			
12	53	pc(s)	Forceps 5 1/2"			
13	30	pc(s)	Hand Towel			
<b>Bread and Pastry Production</b>						
14	43	pc(s)	Electric Oven 30L 1500W			
<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 STARTER KITS TO BE USED FOR THE SKILLS TRAINING AND ENTREPRENEURSHIP 2023 GRADUATES OF THE CITY ADMINISTRATOR'S OFFICE-CITY EMPLOYMENT SERVICE DIVISION IN THE CITY OF SAN FERNANDO, PAMPANGA SUBJECT TO ORDERING AGREEMENT**

#### **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.

In the City Government of San Fernando, Pampanga, the City Employment Service Division (CESD) also known as Public Employment Service Office (PESO) is one of the division under the City Administrator's Office. The creation of the City Employment Service Division (CESD) under the City Ordinance 2009-016 is a non-fee charging multi-dimensional employment service facility or entity established in all Local Government Units (LGUs) in coordination with the Department of Labor and Employment (DOLE) pursuant to R.A. No. 8759 or the PESO Act of 1999 as amended by R.A. No. 10691. The CESD/PESO aims to ensure prompt and efficient delivery of employment facilitation services as well as to provide timely information on labor market and the DOLE Programs.

The CESD/PESO thru Livelihood and Skills Training Section continuously forged strong partnership with the Technical Education and Skills Development Authority (TESDA), a government agency tasked to manage and supervise technical education and skills development. The CESD will provide starter kits to selected Fernadinos skills training graduates: Beauty Care, Massage Therapy and Bread and Pastry Production NC II. The starter kits will somehow help these beneficiaries to start or enhance livelihood undertakings and prepare them for entrepreneurship.

#### **II.BUDGETARY REQUIREMENT**

The budgetary requirement for the Supply and Delivery of Starter Kits to be used for the Skills Training and Entrepreneurship 2023 graduates of the City Administrator's Office-City Employment Service Division in the City of San Fernando, Pampanga subject to ordering agreement. It is included in the PPMP with the Ref. No. 2023-1207 and already included in the Annual Investment Plan (AIP) of the City Government, which is in the amount of **FOUR HUNDRED SIXTEEN THOUSAND THREE HUNDRED TWENTY FIVE PESOS (P 416,325.00)**.

### III.OBJECTIVES

The objectives of the Supply and Delivery of Starter Kits to be used for the Skills Training and Entrepreneurship 2023 graduates of the City Administrator's Office-City Employment Service Division in the City of San Fernando, Pampanga subject to ordering agreement. are as follows:

- To support beneficiaries plan, start or enhance livelihood undertakings and prepare them for entrepreneurship.
- To reaffirm the government's goal of professionalizing the skilled workers.
- To engage beneficiaries in sustainable self-employment

### 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
		Starter Kit for Beauty Care Trainees:		
34	pcs	Acetone (60ml)	October - December 2023	CGSO, Central Storage, CSFP
34	pcs	Mertilet (60ml)		
17	pcs	Nail Brush		
70	pcs	Storage Box with handle (small) 8L		
17	boxes	Nail Polish Assorted Colors (3 box colorless, 3 box red, 3 box white, 3 box beige. 3 box platinum, 2 box gray)		
70	pcs	Ethyl Alcohol 70% solution (500ml)		
17	pcs	Foot Scrub (250g)		
17	pcs	Foot File		

17	pcs	Bubble Foot Spa Machine		
		Starter Kit Set for Massage Therapy Trainees:		
106	pcs	Massage Oil		
53	pcs	Aneroid BP Apparatus		
53	pcs	Forceps 5 ½"		
30	pcs	Hand Towel		
		Starter Kit for Bread and Pastry Production NC II Trainees		
43	pcs	Electric Oven 30L Power: 1500W		

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 transaction 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 October – December 2023 and the contract shall end by the end of December 2023. By the end of the contract, the end- user can no longer prepare Order List and no DOC will be issued for the purpose.
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 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 materials needed for the starter kits for the graduates in Beauty Care, Massage Therapy, and Bread and Pastry Production NC II 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 delivery.
- b. End- user shall monitor the delivery.
- c. The Procurement Officer shall assist in the monitoring and on- time payment of the supplier/ contractor.
- 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:

  
**MEILYN A. GALLARDE**  
Supervising Administrative Officer/ End- user

Approved by:

  
**Engr. NELSON G. LINGAT**  
City Administrator

<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.*