



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 : **Printing and Delivery of ECCD Child Record's 1 Checklist to be used for the Assessment of Enrolled Early Learners in various Day Care/Child Development Centers in the City of San Fernando, Pampanga**

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

Company Name

Address

Date : **Oct 10, 2023**

PR No. : **2023-10-02378**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, October 16, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Jolina B. Vital


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	1000	booklet(s)	ECCD Checklist (Child's Record 1) Content - printed in black and white Cover - printed in colored Soft Bound			
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

PRINTING AND DELIVERY OF ECCD CHILD RECORD'S 1 CHECKLIST TO BE USED FOR THE ASSESSMENT OF ENROLLED EARLY LEARNERS IN VARIOUS DAY CARE/CHILD DEVELOPMENT CENTERS 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.

One of the salient features of the R.A 10410 or the Early Years Act of 2013 is the strengthening of the ECCD Council to ensure the State's focus in building a strong foundation for the development and learning of 0-4 years old children. In consultation with coordinating committees at the local levels, the ECCD Council developed national standards, policies and programs to make the national ECCD system work.

The provision of materials such as open-ended sensory materials to young children can select their own activities in free time basis at least one activity period for half day programs for young children to experiment with;

Authentic forms of assessment are conducted to all children to identify children's progress and developmental needs.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Printing and Delivery of ECCD Child Record's 1 Checklist to be used for the Assessment of Enrolled Early Learners in various Day Care/Child Development Centers in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2023-1990 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of EIGHTY THOUSAND PESOS (P80,000.00).

III. OBJECTIVES

The objective of the Printing and Delivery of ECCD Child Record's 1 Checklist to be used for the Assessment of Enrolled Early Learners in various Day Care/Child Development Centers in the City of San Fernando, Pampanga is:

1. To assess the children's growth and development through the use of ECCD Checklist.

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
1,000	Booklets	ECCD Checklist (Child's Record 1) Content - printed in black and white Cover - printed in colored Soft Bound	15 days after the issuance of Purchase Order/Notice to Proceed	Central Storage, CGSO, New Public Market, Del Pilar, CSFP

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 15 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.

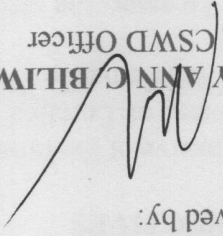
2. The supplier/contractor shall present the PO and issue Sales Invoice.

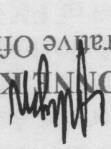
3. The CGSO-PSMD shall prepare the corresponding Inspection and Acceptance Reports.

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.

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.

Date
Signature over Printed Name
CONFORME:

Approved by: 
MARY ANN C. BILWANG
 Acting CSWD Officer

Prepared by: 
MARICENNE KRIZETTE R. GA
 Administrative Officer II

- 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.

The deliverables of the City Government shall be as follows:

- a. Provide the quantity of checklists 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 supplier/ contractor shall be as follows:

V. DELIVERABLES BY THE SUPPLIER/ CONTRACTOR AND THE CITY GOVERNMENT