



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

Company Name

Date :

Oct 12, 2023

PR No. :

2023-10-02391

Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Wednesday, October 18, 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	10	box(s)	A4 Bond Paper 80gsm			
2	24	box(s)	Long Bond Paper 80gsm			
3	24	box(s)	Short Bond Paper			
4	24	pack(s)	Legal Folder (100pcs/pack)			
5	24	pack(s)	Short Folder (100pcs/pack)			
6	24	box(s)	Plastic Fastener			
7	24	box(s)	Whiteboard Marker Black (12pcs/box)			
8	24	pc(s)	Paper Puncher			
9	192	btl(s)	Ink Continuous (1 liter Bottled Colored and Black)			
10	8	box(s)	Black Sign Pen (0.5 Thickness, 12pcs/box)			
11	2	roll(s)	Plastic Cover			
12	24	pc(s)	12 Digits Calculator			
13	48	pack(s)	Assorted Colored Cartolina (10 pcs/pack)			
14	96	pc(s)	Correction Tape			
15	24	pc(s)	Glue Gun (Big)			
16	48	pack(s)	Glue stick big (3pcs/pack)			
17	24	pad(s)	Record Book 500 pages			
18	24	pad(s)	Record Book 300 pages			
19	24	pc(s)	Scissors size 8HD Stainless			
20	24	pc(s)	Stapler #35			
21	48	box(s)	Stapler wire #35			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
22	48	pc(s)	Tape, Double Adhesive 2			
23	48	pc(s)	Duct Tape 2			
24	48	pc(s)	Masking Tape 48mm			
25	48	pc(s)	Tape Transparent 24mm			
26	72	btl(s)	Multipurpose glue 130g			
27	72	gal(s)	Alcohol Ethyl 70%			
28	3	box(s)	Binder Materials: - Plastic Comb Binder Rings -PVC Plastic Binder Comb (Legal size, 100pcs/box)			
29	5	roll(s)	1-inch organza ribbon (50 yards/rolls)			
30	6	roll(s)	1/4 inch ribbon gold and silver lining (50 yards/rolls)			
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

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

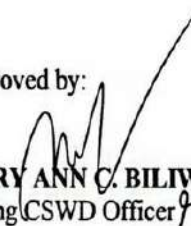
The deliverables of the City Government shall be as follows:

- 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:


CHARLENE JOY R. DUNGCA
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.

24	boxes	Plastic Fastener		
24	packs	Short Folder (100pcs/pack)		
24	packs	Legal Folder (100pcs/pack)		
24	boxes	Short Bond Paper		
24	boxes	Long Bond Paper 80gsm		
10	boxes	A4 Bond Paper 80gsm		

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 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

6	rolls	1/4 inch ribbon gold and silver lining (50 yards/rolls)	30 days after the issuance of Purchase Order/Notice to Proceed	CGSO Central Storage
5	rolls	1-inch organiza ribbon (50 yards/rolls)		
3	boxes	Binder Materials: - Plastic Comb Binder Rings -PVC Plastic Binder Comb (Legal size, 100pcs/box)		
72	gallons	Alcohol Ethyl 70%		
72	bottles	Multipurpose glue 130g		
48	pcs.	Tape Transparent 24mm		
48	pcs.	Masking Tape 48mm		
48	pcs.	Duct Tape 2		
48	pcs.	Tape, Double Adhesive 2		
48	boxes	Stapler wire #35		
24	pcs.	Stapler #35		
24	pcs.	Scissors size 8HD Stainless		
24	pads	Record Book, 300 pages		
24	pads	Record Book, 500 pages		
48	packs	Glue stick big (3pcs/pack)		
24	pcs.	Glue Gun (Big)		
96	pcs.	Correction Tape		
48	packs	Assorted Colored Cartolina (10 pcs/pack)		
24	pcs.	12 Digits Calculator		
2	rolls	Plastic Cover		
8	boxes	Black Sign Pen (0.5 Thickness, 12pcs/box)		
192	bottles	Ink Continuous (1 liter Bottled Colored and Black)		
24	pcs.	Paper Puncher		
24	boxes	Whiteboard Marker Black (12pcs/box)		

TERMS OF REFERENCE

SUPPLY AND DELIVERY OF SUPPLIES/MATERIALS TO BE USED AT THE VARIOUS CITY CHILD DEVELOPMENT CENTERS FOR THE YEAR 2023 IN THE CITY OF SAN FERNANDO, PAMPANGA.

I. BACKGROUND

One of the salient features of the Republic Act 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-year-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. They also provide technical assistance and support to ECCD service providers.

One of the strategic initiatives of the ECCD Council is the establishment of National Child Development Centers (NCDCs) in select cities and municipalities all over the country. The NCDC models, the standard design and content of child development center buildings. It also demonstrates the implementation of the national curriculum and application of the national early framework and ECCD system components with the leadership of the National Child Development Teacher (NCDT) and ECCD Supervisor who were trained under the technical assistance program of the ECCD Council.

Rule VI Section 7 of the implementing Rules and Regulations of RA 10410 states that the Local Government Unit shall include allocations from their Special Education Fund (SEF) and Gender and Development (GAD), in addition to other local funds, to be utilized in support to the implementation of ECCD programs. DILG and DEPED Joint Circular No. 1 s.2017 specially provides guidelines in allocation of funds for the operations of the NCED as a mechanism or vehicle for cascading of ECCD standards in all public and private learning centers.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for Supply and Delivery of Supplies/Materials to be Used at the Various City Child Development Centers for the Year 2023 in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2023-3604 is already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **FIVE HUNDRED SIXTY-NINE THOUSAND EIGHT HUNDRED EIGHTEEN PESOS AND EIGHTY-ONE CENTAVOS (P569,818.81)**.

III. OBJECTIVES

The objectives of the Supply and Delivery of Supplies/Materials to be Used at the Various City Child Development Centers for the Year 2023 in the City of San Fernando, Pampanga are as follows:

1. To provide different supplies and materials to various City Child Development Centers for proper organization and compilation of center documents and records.

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
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