



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 National 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 18, 2023**

PR No. : **2023-10-02467**

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 24, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Ana Liza C. Zablan
Administrative Assistant III (Buyer III)

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	11	box(s)	A4 Bond Paper 80 gsm			
2	17	box(s)	Long Bond Paper 80gsm			
3	27	box(s)	Short Bond Paper			
4	27	pack(s)	Legal Folder (100 pcs/pack)			
5	27	pack(s)	Short Folder (100 pcs/pack)			
6	27	box(s)	Plastic Fastener			
7	14	box(s)	Whiteboard Marker Black (12pcs/box)			
8	27	pc(s)	Paper Puncher (Heavy Duty)			
9	216	btl(s)	Ink Continuous (1 Liter Bottled Colored and Black)			
10	9	box(s)	Black Sign Pen (0.5 Thickness, 12pcs/box)			
11	1	roll(s)	Plastic Cover			
12	27	pc(s)	12 Digits Calculator			
13	54	pack(s)	Assorted Colored Cartolina (10 pcs/pack)			
14	108	pc(s)	Correction Tape			
15	27	pc(s)	Glue Gun (Big)			
16	54	pack(s)	Glue stick big (3pcs/pack)			
17	27	pad(s)	Record Book 500 pages			
18	27	pad(s)	Record Book 300 pages			
19	27	pc(s)	Scissors size 8HD Stainless			
20	27	pc(s)	Stapler #35			
21	54	box(s)	Stapler wire #35			
22	54	pc(s)	Tape, Double Adhesive 2			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
23	54	pc(s)	Duct Tape 2			
24	54	pc(s)	Masking Tape 48mm			
25	54	pc(s)	Tape Transparent 24mm			
26	81	btl(s)	Multipurpose glue 130g			
27	81	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 organiza 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

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.

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

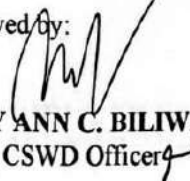
The deliverables of the City Government shall be as follows:

- 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:


MARICONNE 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.

27	Box	Plastic Fastener		
27	Pack	Short Folder (100pcs/pack)		
27	Pack	Legal Folder (100pcs/pack)		
27	Box	Short Bond Paper		
27	Box	Long Bond Paper 80gsm		
11	Box	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 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.

3	Box	Binder Materials: - Plastic Comb Binder Rings -PVC Plastic Binder Comb (Legal size, 100pcs/box)	Order/Notice to Proceed
81	Gal	Alcohol Ethyl 70%	
81	Btl	Multipurpose glue 130g	
54	Pcs	Tape Transparent 24mm	
54	Pcs	Masking Tape 48mm	
54	Pcs	Duct Tape 2	
54	Pcs	Tape, Double Adhesive 2	
54	Box	Stapler wire #35	
27	Pcs	Stapler #35	
27	Pcs	Scissors size 8HD Stainless	
27	Pads	Record Book 300 pages	
27	Pads	Record Book 500 pages	
54	Packs	Glue Stick Big (3pcs/pack)	
27	Pcs	Glue Gun Big	
108	Pcs	Correction Tape	
54	Packs	Assorted Colored Cartolina (10 pcs/pack)	
27	Pcs	12 Digits Calculator	
1	Roll	Plastic Cover	
9	Box	Black Sign Pen (0.5 Thickness, 12pcs/box)	
216	Btl	Ink Continuous (1 liter Bottled Colored and Black)	
27	Pcs	Paper Puncher	
14	Box	Whiteboard Marker Black (12pcs/box)	

TERMS OF REFERENCE

SUPPLY AND DELIVERY OF SUPPLIES/MATERIALS TO BE USED AT THE NATIONAL CHILD DEVELOPMENT CENTERS FOR 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.

One of the strategic initiatives of the ECCD Council is the establishment of National Child Development Centers 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 Supervisors who were trained under the technical assistance program of the ECCD Council.

Rule VII Section 7 of the implementing Rules and Regulations of RA10410 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, Series 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 the Supply and Delivery of Supplies/Materials to be used at the National Child Development Centers for 2023 in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2023-3590 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **FIVE HUNDRED NINETY-TWO THOUSAND SEVEN HUNDRED THIRTY-SEVEN PESOS AND 30/100 (P592,737.30)**

III. OBJECTIVES

The objectives of Supply and Delivery of Supplies/Materials to be used at the National Child Development Centers for 2023 in the City of San Fernando, Pampanga is:

- To provide different supplies and materials for proper organization and documentation of center documents.

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
6	Rolls	1/4 inch ribbon gold and silver lining (50 yards/rolls)	30 days after the issuance of Purchase	Central Storage, CGSO, New Public Market, Del Pilar, CSFP
5	Rolls	1-inch organiza ribbon (50 yards/rolls)		