



# REQUEST FOR QUOTATION

(FM-CSFP-CGSO-39; Revision No.03; 04/01/2022)



Project Title : **Contract of Service for the Stage Decoration to be used for the State of the Children's Report on November 2023 in the City of San Fernando, Pampanga**  
Location of the Project : **City Social Welfare and Development Office**

Company Name \_\_\_\_\_ Date : **Oct 24, 2023**  
PR No. : **2023-10-02508**  
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 31, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Lorraine Kate M. Escoto

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	1	service(s)	Garden like Theme -with flower designs and arrangements -with lightning designs			
<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**

### **CONTRACT OF SERVICE FOR THE STAGE DECORATION TO BE USED FOR THE STATE OF THE CHILDREN'S REPORT ON NOVEMBER 2023 IN THE CITY OF SAN FERNANDO, PAMPANGA**

#### **I.BACKGROUND**

The Council for the Welfare of Children (CWC) with the Department of Social Welfare and Development (DSWD) and the National Youth Commission (NYC) lead the observance of the National Children's Month (NCM) during the month of November of every year pursuant to Republic Act 10661, otherwise known as "National Children's Month Act"

This year's observance will be for the whole month of November 2023, the theme is "Kalusugan, Kaisipan at Kapakanan ng Bawat Bata Ating Tutukan" which highlights children's right to survival, development, protection, and participation. The activity shall encourage stakeholders to advocate inclusive and sustainable opportunities for all children.

On 20 November 1959, the United Nations adopted the Declaration of the Rights of the Child unanimously with all 78 Member States of the United Nations General Assembly in Resolution 1386 (XIV). It marked the first major international consensus on the fundamental principles of children's rights which is why the United Nations has designated every November 20 as Universal Children's Day to promote international togetherness and awareness among children worldwide. The City Council for the Protection of Children (CCPC) in accordance to DILG MC 2012-120 has appropriated in the LGU's Annual Budget one percent (1%) of its internal revenue allotment (IRA) as required by RA 9344 for the strengthening and implementation of programs, projects, and activities.

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

The budgetary requirement for the Contract of Service for the Stage Decoration to be used for the State of the Children's Report on November 2023 in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2023-3577 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of FIFTY FOUR THOSAND PESOS (P54,000).

#### **III.OBJECTIVES**

The general objective of the project is to instill the significance of the celebration to the consciousness of the people and the importance of children's role in the family by bringing the activities at the barangay level.

- a. Create a bigger impact on the awareness of people on the importance of children's participation;
- b. Promote the Early Childhood Care and Development in the community by highlighting activities that promote the idea that the first five years of a child's life, called formative years, is the prime time to stimulate the child through play and fun-filled opportunities;
- c. Provide opportunities to involve the Fernandino youth by active engagement in activities where in accountability can be fostered; that they may be able to articulate their own rights and responsibilities as a person in relation to their communities and the wider society around them;
- d. Recognize the efforts and accomplishments of Barangay Council for the Protection of Children in upholding the rights of Fernandino children.

#### **IV.TERMS AND CONDITIONS**

During the procurement process and delivery/ implementation of the contract thru ordering agreement schedule, the end- user and the supplier/ contractor shall:

- a. Specifications/ Schedule of Requirements

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
1	Service(s)	Garden like Theme	November 2023	City of San Fernando, Pampanga

**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 November 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 quantity of the stage decoration 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:

**ARELLE B. MORALES**  
Administrative Aide

Approved by:

**MARY ANN C. BILIWANG**  
Acting CSWD Officer, End User

CONFORME:

\_\_\_\_\_  
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.**