



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 : **Contract of Service for the Rental of Bus to be used by the participants for the Early Detection and Intervention for Young Children with Early Development Disabilities in the City of San Fernando, Pampanga on December 2023**

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

Company Name

Address

Date : **Dec 1, 2023**

PR No. : **2023-10-02445**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, December 5, 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	1	unit(s)	Bus Rental - can accommodate 50-60 pax - with airconditioner - conditioned vehicle - for pick and drop only, vise versa			
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

CONTRACT OF SERVICE FOR THE BUS RENTAL TO BE USED BY THE PARTICIPANTS FOR EARLY DETECTION AND INTERVENTION FOR YOUNG CHILDREN WITH EARLY DEVELOPMENT DISABILITIES IN CITY OF SAN FERNANDO, PAMPANGA ON DECEMBER 2023.

I. BACKGROUND

Early Detection and Intervention (EDI) is a system of services that promote development in the critical early years of childhood. It serves as an invaluable support to achieve Inclusive Education (IE). With limited literature regarding perspectives from public schools regarding EDI, this program engages the stakeholders from public schools and early learning centers of Filipino Children with Disability (CWD) to describe outcomes of EDI.

Early intervention is vital for children with developmental difficulties, but it is commonly lacking in low-resource environments. In a rural community-based setting, a program of early diagnosis and intervention for kids with early developmental issues and their families proved viable and acceptable. Training for parents, guardians, and child care providers had a favorable effect on referral rates and knowledge, confidence, and attitudes. Early detection and intervention can improve a child's ability to learn new skills and reduce the need for costly interventions over time.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Contract of Service for the bus rental to be used by the participants for Early Detection and Intervention for Young Children with Early Development Disabilities in City of San Fernando, Pampanga on December 2023 is included in the PPMP with Ref. No. 2023-2804 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **SEVENTY- FIVE THOUSAND PESOS (Php 75,000.00)**.

III. OBJECTIVES

To provide safe transportation service to and from the venue for the participants of Early Detection and Intervention for Young Children with Early Development Disabilities.

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 Requirement

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
1	Unit(s)	Bus Rental - Can accommodate 50-60 pax - With airconditioner - Conditioned vehicle - -for pick and drop only, vise versa	On the Day of the Activity	Hereos Hall, CSFP to the Hotel Venue

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/ provider.
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 that there are readily- available supplies upon submission of Request for Quotation (RFQ)/ Bid since delivery is anticipated upon issuance of PO/ Contract.
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)/ Contracts, No Delivery” Policy and comply with the delivery period.
2. The Delivery Period shall be on December 2023.
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 of meals and to immediately notify the supplier/ contractor in case of any concerns before the acceptance.

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 bus 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:

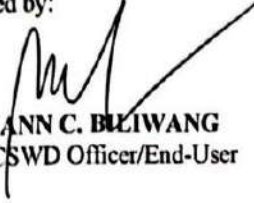
- a. On- time payment of the supplier/ contractor i.e., 15 days after delivery regardless if the delivery is per month or Ordering Agreement.
- b. End- user shall monitor the delivery of requirements.
- c. The Procurement Officer shall assist in the monitoring, delivery and on- time payment of the supplier.
- 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:



LALAIN P. CUBACUB
Social Welfare Officer I

Approved by:



MARY ANN C. BULIWANG
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.