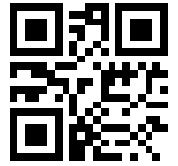




REQUEST FOR QUOTATION

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



Project Title : **Supply and Delivery of Standardized Psychological Tests (Bar-On EQ-I:S and SATA for Adults) at the City College of San Fernando, Pampanga**
Location of the Project : **City College of San Fernando, Pampanga**

Company Name
Date : **Nov 14, 2023**
PR No. : **2023-11-02730**

Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, November 20, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by: **Jannelle D.A. Tungcab**
Approved by: 
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	4	package(s)	BarOn Emotional Quotient Inventory: Short (EQ-i:S) Autoscore Forms			
2	4	package(s)	BarON Profile Sheets (100 Male, 100 Female)			
3	2	package(s)	Scholastic Ability Test for Adults Test Booklets			
4	36	package(s)	Scholastic Ability Test for Adults Response Booklet Reorder			
5	36	package(s)	Profile / Examiner Record Form			
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

SUPPLY AND DELIVERY OF STANDARDIZED PSYCHOLOGICAL TESTS (BAR-ON EQ-I:S AND SATA FOR ADULTS) AT THE CITY COLLEGE OF SAN FERNANDO PAMPANGA

I.BACKGROUND

The City College of San Fernando Pampanga aims to recruit deserving youth to be recipients of the Aslag Ning Balen. To meet the objective of this educational program, the Guidance office participates yearly in the career forum and recruitment programs conducted by different integrated schools in the City of San Fernando.

To make the Guidance services more effective CCSFP needs to have appropriate tools on standardized test that will ensure accurate assessment for deserving students who will avail the scholarship program and to foster stable Emotional quotient among students.

.II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Standardized Psychological Tests (Bar-On EQ-I:S and SATA for Adults) at the City College of San Fernando, Pampanga is included in the PPMP with Ref No. 2023-3933 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of FOUR HUNDRED THIRTY-FIVE THOUSAND PESOS ONLY (Php 435,000.00).

III.OBJECTIVES

The objective of the Supply and Delivery of Standardized Psychological Tests (Bar-On EQ-I:S and SATA for Adults) at the City College of San Fernando, Pampanga are as follows:

1. To make the Guidance services of CCSFP efficient.
- 2 To provide a quality Testing Program in assessing student's abilities, interest and personality through standardized Psychological test so as to produce competent Fernandinos.

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
4	package(s)	BarOn Emotional Quotient Inventory: Short (EQ-i:S) Autoscore Forms	November 2023	City College of San Fernando Pampanga
4	package(s)	BarON Profile Sheets (100 Male, 100 Female)	November 2023	City College of San Fernando Pampanga
2	package(s)	Scholastic Ability Test for Adults Test Booklets	November 2023	City College of San Fernando Pampanga
36	package(s)	Scholastic Ability Test for Adults Response Booklet Reorder	November 2023	City College of San Fernando Pampanga
36	package(s)	Profile / Examiner Record Form	November 2023	City College 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/ 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 November 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.

d. Inspection and Acceptance

1. The End- user shall accept the delivery with one (1) delivery receipt, and submit immediately to the Inspector or CGSO- PSMD together with two (2) attendance sheet/s as part of the utilization where the quantity of the delivery is the same as the number of attendees and photo documentation of the delivery.

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 standardized psychological tests being required by the project/ program;
- b. Provide the quality as requested by the end user; and
- c. 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:


MARIA VICTORIA S. GARCIA, RGC, RPM
Guidance Services Specialist II

Approved by:


ATTY. GLORIA J. VICTORIA-BAÑAS, CPA, DPA, CESO V
College Administrator / President

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.