



REQUEST FOR QUOTATION

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



Project Title : **Supply and Delivery of Adjustable Classroom Table and Kiddie Chair to be used at the City Child Development Center in the City of San Fernando, Pampanga**

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

Company Name Date : **Nov 21, 2023**
PR No. : **2023-11-02792**

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, November 28, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Joan D. Gutierrez

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	20	pc(s)	Adjustable Rectangle Classroom Table Size: 95x53x46-58cm Table Top: Particle Board, Injected PVC edge Table Leg: Plastic Color: Red, Blue, Yellow			
2	97	pc(s)	Kiddie Chairs (Plastic) Size: L34xW36xH43cm Seat Height: 28cm Material: HDPE Color: Red, Blue, Yellow			
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 ADJUSTABLE CLASSROOM TABLE AND KIDDIE CHAIR TO BE USED AT THE CITY CHILD DEVELOPMENT CENTER 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.

Pursuant to Section 2 of the Republic Act No. 10410, known as Early Years Act of 2013. The state shall institutionalize a National System for Early Childhood Care and Development (ECCD) that is comprehensive, integrative, and sustainable, that involves multi-sectoral and interagency collaboration at the national and local levels among government; among service providers, families and communities, and among the public and private sectors, non-government organizations, professional associations and academic institutions.

One of the guidelines for the conversion of existing Day Care Centers into Child Development Centers. The ECCD design standard for the CDC defines the basic requirement for the Early Childhood (Pre-K) or "Child Friendly" facility that considers design features for young children 0-4.11 years old. The CDC design parameter shall encourage the compliance and provision of a more convenient, age-appropriate and safe-areas that shall accommodate a range of Pre-K activities and organized learning as well to serve the needs of adult staff and parents, and facilitate staff-child relationship building.

Building content must be available and enough in support to the attainment of the objectives of the Early Learning Program of the ECCD Center. The Furniture and Fixture and other accessories are designed for comfort, utility and convenience of the teacher and children to facilitate learning and performance. These are expected to make learning space comfortable and attractive to children while ensuring their safety and protection

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Adjustable Classroom Table and Kiddie Chair to be used at the City Child Development Center in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2023-3984 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **ONE HUNDRED NINETY-NINE EIGHT HUNDRED FORTY PEROS (P199,840.00)**

III. OBJECTIVES

The objectives of Supply and Delivery of Adjustable Classroom Table and Kiddie Chair to be used at the City Child Development Center in the City of San Fernando, Pampanga is:

- To ensure that the supplies/materials required for the operation of the center is complete.

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
97	pcs	Kiddie Chairs (Plastic) Size: L34xW36xH43cm Seat Height: 28cm	20 days after the issuance of Purchase	Central Storage, CGSO, New Public

		Material: HDPE Color: Red, Blue, Yellow	Order/Notice to Proceed	Market, Del Pilar, CSFP
20	Pcs	Adjustable Rectangle Classroom Table Size: 95x53x46-58cm Table Top: Particle Board, Injected PVC edge Table Leg: Plastic Color: Red, Blue, Yellow		

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 20 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 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 adjustable classroom table and kiddie chairs being required by the project/ program; and
- b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.

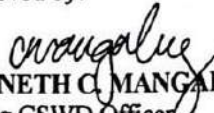
The deliverables of the City Government shall be as follows:

- 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:


CANNETH C. MANGALUS
 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.