



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 : **Printing and Delivery of Customized Certificates to be used for the ECCD Moving Up 2024 in the City of San Fernando, Pampanga**
Location of the Project : **City Social Welfare and Development Office**

Company Name

Date :

Apr 8, 2024

PR No. :

2024-04-00650

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, April 15, 2024 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	3000	pc(s)	"Certificate of Completion- Pre-Kindergarten II (Center-Based) Specifications: -Size: 8.5 "" height x 11"" width -Special paper, 220gsm -With CSWD logo on the upper right and CSFP Logo on the upper left -With Fernandino Ka, Kayabe Ka Logo on the upper middle portion on top of the word ""Certificate"" -Colored print"			
2	80	pc(s)	"Certificate of Completion- Pre-Kindergarten II (Home-Based) Specifications: -Size: 8.5 "" height x 11"" width -Special paper, 220gsm -With CSWD logo on the upper right and CSFP Logo on the upper left -With Fernandino Ka, Kayabe Ka Logo on the upper middle portion on top of the word			



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			""Certificate"" -Colored print"			
3	250	pc(s)	"Certificate of Participation- Pre-Kindergarten II (Center-Based) Specifications: -Size: 8.5 "" height x 11"" width -Special paper, 220gsm -With CSWD logo on the upper right and CSFP Logo on the upper left -With Fernandino Ka, Kayabe Ka Logo on the upper middle portion on top of the word ""Certificate"" -Colored print"			
4	10	pc(s)	"Certificate of Participation- Pre-Kindergarten II (Home-Based) Specifications: -Size: 8.5 "" height x 11"" width -Special paper, 220gsm -With CSWD logo on the upper right and CSFP Logo on the upper left -With Fernandino Ka, Kayabe Ka Logo on the upper middle portion on top of the word ""Certificate"" -Colored print"			
5	1900	pc(s)	"Certificate of Participation- Pre-Kindergarten I (Center-Based) Specifications: -Size: 8.5 "" height x 11"" width -Special paper, 220gsm -With CSWD logo on the upper right and CSFP Logo on the upper left -With Fernandino Ka, Kayabe Ka Logo on the upper middle portion on top of the word ""Certificate"" -Colored print"			
6	60	pc(s)	"Certificate of Participation- Pre-Kindergarten I (Home-based) Specifications:			



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			-Size: 8.5 "" height x 11"" width -Special paper, 220gsm -With CSWD logo on the upper right and CSFP Logo on the upper left -With Fernandino Ka, Kayabe Ka Logo on the upper middle portion on top of the word ""Certificate"" -Colored print"			
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

PRINTING AND DELIVERY OF CUSTOMIZED CERTIFICATES TO BE USED FOR THE ECCD MOVING-UP 2024 IN THE CITY OF SAN FERNANDO, PAMPANGA

I. BACKGROUND

In Republic Act 10410, otherwise known as the Early Years Act (EYA) of 2013. ECE prepares the child for school, but more importantly, contributes to the physical, social, mental, and emotional well-being and development of children. In response to the challenging and complex needs of the local, national and communities. It is the mission of the Early Childhood Education Program to strengthen the values of the Filipino people, develop a strong sense of nationalism, develop productive citizens who contributes positive interactions and relationships among children and other adults to develop each child potential, and sense of individual value and belonging as part of the community, and to become a responsible community member.

To celebrate young learners' achievements and developmental milestones, appropriate ceremonies shall be held in Early Childhood Education Program. These ceremonies shall be meant to acknowledge learners who have successfully met or they completed the 10-month curriculum in Early Childhood Care and Development. Such events are meaningful for families as early learners take pride in what they have achieved and have their parents celebrate with them. By culminating in the conferral of certificate the rites serve to celebrate the fruits of the collective efforts of the whole early childhood education community.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for Printing and Delivery of Customized Certificates to be Used for the ECCD Moving-Up 2024 in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2024-~~37~~ is already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **SEVENTY-NINE THOUSAND FIVE HUNDRED PESOS (P79,500.00)**.

III. OBJECTIVES

The objectives of the Printing and Delivery of Customized Certificates to be Used for the ECCD Moving-Up 2024 in the City of San Fernando, Pampanga are as follows:

1. To serve as recognition for ECCD children who participated and completed in the 10-month curriculum program.

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
3,000	pc(s)	Certificate of Completion-Pre-Kindergarten II (Center-Based) Specifications: -Size: 8.5" height x 11" width -Special paper, 220gsm	15 days after the issuance of Purchase Order/Notice to Proceed	CGSO Central Storage

		<p>-With CSWD logo on the upper right and CSFP logo on the upper left</p> <p>-With Fernandino Ka, Kayabe Ka Logo on the upper middle portion on top of the word "Certificate"</p> <p>-Colored print</p>		
80	pc(s)	<p>Certificate of Completion-Pre-Kindergarten II (Home-Based)</p> <p>Specifications:</p> <p>-Size: 8.5" height x 11" width</p> <p>-Special paper, 220gsm</p> <p>-With CSWD logo on the upper right and CSFP logo on the upper left</p> <p>-With Fernandino Ka, Kayabe Ka Logo on the upper middle portion on top of the word "Certificate"</p> <p>-Colored print</p>	15 days after the issuance of Purchase Order/Notice to Proceed	CGSO Central Storage
250	pc(s)	<p>Certificate of Participation-Pre-Kindergarten II (Center-Based)</p> <p>Specifications:</p> <p>-Size: 8.5" height x 11" width</p> <p>-Special paper, 220gsm</p> <p>-With CSWD logo on the upper right and CSFP logo on the upper left</p> <p>-With Fernandino Ka, Kayabe Ka Logo on the upper middle portion on top of the word "Certificate"</p> <p>-Colored print</p>	15 days after the issuance of Purchase Order/Notice to Proceed	CGSO Central Storage
10	pc(s)	<p>Certificate of Participation-Pre-Kindergarten II (Home-Based)</p> <p>Specifications:</p> <p>-Size: 8.5" height x 11" width</p> <p>-Special paper, 220gsm</p> <p>-With CSWD logo on the upper right and CSFP logo on the upper left</p> <p>-With Fernandino Ka, Kayabe Ka Logo on the upper middle portion on top of the word "Certificate"</p>	15 days after the issuance of Purchase Order/Notice to Proceed	CGSO Central Storage

		-Colored print		
1,900	pc(s)	Certificate of Participation-Pre-Kindergarten I (Center-Based) Specifications: -Size: 8.5" height x 11" width -Special paper, 220gsm -With CSWD logo on the upper right and CSFP logo on the upper left -With Fernandino Ka, Kayabe Ka Logo on the upper middle portion on top of the word "Certificate" -Colored print	15 days after the issuance of Purchase Order/Notice to Proceed	CGSO Central Storage
60	pc(s)	Certificate of Participation-Pre-Kindergarten I (Home-Based) Specifications: -Size: 8.5" height x 11" width -Special paper, 220gsm -With CSWD logo on the upper right and CSFP logo on the upper left -With Fernandino Ka, Kayabe Ka Logo on the upper middle portion on top of the word "Certificate" -Colored print	15 days after the issuance of Purchase Order/Notice to Proceed	CGSO Central Storage

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 on 15 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 on-site 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 shall present the PO and issue Sales Invoice.
3. The CGSO-PSMD shall prepare the corresponding Inspection and Acceptance Reports.

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 customized certificates 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:


CHARLENE JOY R. DUNGCA
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.