



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 for the Day Care Workers Week Celebration City Level on June 2024**
Location of the Project : **City Social Welfare and Development Office**

Company Name
Date : **Jun 6, 2024**
PR No. : **2024-06-01026**

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, June 11, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga.**

Canvassed by: _____ Approved by: _____

Jannelle D.A. Tungcab

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	2	unit(s)	Bus Rental - can accommodate 50 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 RENTAL OF BUS TO BE USED FOR THE DAY CARE WORKERS WEEK CELEBRATION CITY LEVEL ON JUNE 2024

I. BACKGROUND

In accordance with Section 2 of the Republic Act No. 10410 otherwise known as "The Early Years Act (EYA) of 2013" declares that 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 inter-agency collaboration at the national and local levels among government; among the public and private sectors, non-government organizations; professional associations and academic institutions. In Sec. 5 (d) of the same Act states that the ECCD Management which is one of the components shall consist of a continuing process of planning, implementation, supervision, financial management, monitoring, evaluation, and reporting to persons concerned and shall encourage the active involvement of and build the capabilities of service providers, parents and local government officials to sustain the program.

Moreover, the standard under area VII on the "Standards and Guidelines for Center-Based Early Childhood Programs for 0 to 4 Years Old Filipino Children" which pertains to Leadership, Program Management and Support states that the Program Focal Person/Administrator/Director/Principal provides leadership and support to staff and families so that young children have high quality experiences.

Meanwhile, in pursuant to Proclamation No. 404, series of 2003 declaring June 7 to 11 and every year thereafter as National Day Care Workers Week to recognize the vital role of the day care workers in promotion of children's rights.

The annual celebration serves as a venue to recognize the contribution of the Child Development Workers who have persistently provided substitute parental care and early childhood education to young children.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Contract of Service for the Rental of Bus to be used for the Day Care Workers Week Celebration City Level on June 2024 is included in the PMP with Ref. No. 2024-2369 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **EIGHTY THOUSAND PESOS (P80,000.00)**.

III. OBJECTIVES

The objective of the Contract of Service for the Rental of Bus to be used for the Day Care Workers Week Celebration City Level on June 2024 is:

- To provide the Day Care/Child Development Workers/ECCD Service Providers with adequate content knowledge, skills and/or abilities, attitudes, and values in handling young children and working with families through showcase of talents in a friendly capability building 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
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2	Units	Bus Rental - can accommodate 50 pax - with airconditioner - conditioned vehicle - for pick and drop only, vise versa	June 26-27, 2024	Heroes Hall, CSFP to chosen venue (outside Pampanga) and vice versa
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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 June 26-27, 2024.
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 End- user shall accept the delivery with the (1) delivery receipts, and submit immediately to the Inspector or CGSO- PSMD.

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 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 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.