



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 Agency Employees' Day 2024 of the City Government of San Fernando, Pampanga**

Location of the Project : **City Human Resource Management Office**

Company Name

Address

Date : **Jun 18, 2024**

PR No. : **2024-06-01072**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, June 24, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Janelle 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	30	unit(s)	Can Accommodate - 49 pax (2x2) with Air-Con Inclusion : Fuel Cost, Toll Fee			
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 AGENCY EMPLOYEES' DAY 2024 OF THE CITY GOVERNMENT OF SAN FERNANDO, PAMPANGA

I. BACKGROUND

The City Government has realized that the key to a healthy workplace is a culture of wellness. This is an unending process wherein employees make health and wellness programs a part of their lives, and not just a one-time event. For the past years, the City has made health and wellness a regular comprehensive program for employees. In realization of Agenda Number 2: which is Health, City employees were provided health cards and now in-house health program, Annual Physical Examinations were mandated, regular health and wellness break/sessions were conducted and Fun runs and Sportsfests were organized.

Employee well-being encompasses mental, physical, emotional, and economic health, influenced by workplace relationships, resources and decisions. It is enhanced by positive culture prioritizing well-being, clear tasks, motivation and benefits like work-life balance measures. Being well means more than simply not being ill but focuses on keeping the body in good condition so it runs more efficiently. As true wellness must be proactive and holistic, it must be continually inculcated in the minds of employees. Thus, in order to drive and reinforce healthy behavior and ensure maintenance of good relationships within the organization, a culmination of the Health and Wellness Program through the Employee's Day is hereby proposed.

II. BUDGETARY REQUIREMENT

The budgetary requirement for the Contract of Service for the bus rental to be used during the Agency Employees' Day on July 5, 2024 shall be charged to the City Human Resource Management Office's Health and Wellness Fund and is included in the PPMP with Code No. 2024-2397 and is already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of SIX HUNDRED THOUSAND PESOS (P600,000.00).

III. OBJECTIVE

- Provision of safe transportation service to and from the venue of participants.

IV. TERMS AND CONDITIONS

During the procurement process and implementation of the contract, the end-user and the supplier/ contractor shall agree to follow the service specification below:

Qty	Unit	Item Description/ Specifications	Delivery Date	Location
30	Unit(s)	Bus Rental -Can Accommodate - 49 pax (2x2) with Air-Con Inclusion : Fuel Cost, Toll Fee- For pick and	July 5, 2024	Heroes Hall to White Rock Hotel Resort, SBMA and vice-versa

		drop only and vice-versa		
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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.
- a. Delivery/Implementation period
1. Strictly observe the “No Purchase Order (PO)/ Contracts, No Delivery” Policy and comply with the service delivery period.
 2. The contract of service shall be on July 5, 2024.
 3. During the contract of service, strictly follow the provisions enumerated in the Terms and Condition of the PO/ Contract including the service delivery schedule, Penalty, among others.
 4. In case there is a change in the Service 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. Ensure the coordination with the Inspector from the CGSO- Property and Supply Management Division (PSMD) for the inspection of the vehicle in terms of its adherence to the Terms of Reference and to immediately notify the supplier/ contractor in case of any concerns before the acceptance.
- b. Inspection and Acceptance
1. The CGSO- PSMD shall inspect the vehicle before the delivery of the service.
 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 for 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

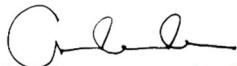
The deliverables of the supplier/ contractor shall be as follows:

- a. Deliver the services provided in the Terms of Reference; and
- b. Strictly follow the schedule of service delivery and timely provision of requirements based on the schedule.

The deliverables of the City Government shall be as follows:

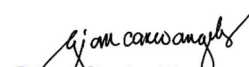
- a. On-time payment of the supplier/ contractor i.e., 15 days after delivery of services regardless if the delivery is per month or Ordering Agreement.
- b. End-user shall monitor the delivery of services.
- c. The Procurement Officer shall assist in the monitoring, delivery of service, and on-time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



Mr. Laurence Andrade
Procurement Officer- CHRMO

Noted by:



Gian Carlo R. Angeles
Acting CHRM 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.