



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 : **Supply and Delivery of Educational Materials and Supplies to be used at the various Child Development Centers in the City of San Fernando, Pampanga**
Location of the Project : **City Social Welfare and Development Office**

Company Name

Date : **Dec 2, 2024**

PR No. : **2024-11-02324**

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, December 9, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, 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	30	set(s)	Play and Cook Kitchen Play Set Material: Plastic Includes 16pcs of cookware Measures approximately 24 x 16 x 12 inches			
2	30	set(s)	Rock N Stack Rings Toy -Various colorful rings of different sizes and shapes make for hours of stacking fun			
3	30	set(s)	Soft Blocks Material/s: Plastic Parts 53 pieces			
4	7	set(s)	Jr. Basketball Set Specification: 2.36m Basketball Hoop: Ring material: steel pipe Net material: nylon Material: backboard PVC backboard with PE frame Surface treatment: plastic spray anti-rust treatment Installation: Self-assembly (the base can be filled with water or sand) Hoop diameter 39 cm (with 22cm basketball) Backboard size: 74 x 46 x 3 cm Height: 23.6 m (Adjustable: 1.8-2.36 m) Base: can be filled with 35KGS of water or sand to maintain product stability, easy to disassemble and assemble. The base has 2 wheels, which can be moved at will. Package List: 1 x Mobile Basketball Stand 1 x Basketball 1 x Air Pump			
5	30	set(s)	6-Piece Wooden Firefighter Set Includes: 1 x utility belt 1 x zipper bag 1 x torch			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			1 x crowbar 1 x walkie talkie 1 x fire extinguisher Product Details: • Dimensions/Size: Zipper bag: 22.2cm (L) x 7.5cm (H) x 18.4cm (W) Utility belt: 73.7cm (L) x 11.1cm (W) Torch: 12.1cm (L) x 3.6cm (H) x 3.6cm (W) Crowbar: 12.6cm (L) x 0.9cm (H) x 2.7cm (W) Walkie talkie: 9.5cm (L) x 2.3cm (H) x 5.5cm (W) Fire extinguisher: 13.4cm (L) x 4cm (H) x 4.6cm (W) • Material: Zipper bag: Fabric and plastic Utility belt: Fabric and polyester Torch, crowbar and fire extinguisher: Solid wood Walkie talkie: Medium-density fibreboard (MDF) and solid wood			
6	30	set(s)	Mini Dolls and Bunk Bed Set Product Details: • Includes 2 x dolls and 1 x bunk bed set • Material: Polypropylene (PP) • Dimensions/Size: 22cm (H) x 17cm (W) x 8.5cm (D)			
7	30	set(s)	Dinosaur Adventure Bucket 60 pieces Product Details: • Material: Polyvinyl chloride (PVC), acrylonitrile butadiene styrene (ABS) and polypropylene (PP) • Dimensions/Size: 25.3cm (L) x 13.6cm (H) x 6.5cm (W)			
8	20	set(s)	Pilot Pretend Play Costume Includes: Long Coat, Long Pants, Necktie, Belt, Glasses and Hat Polyester material, traditional sewing technique and classic pattern. Size: 100-160cm/39.4-63in			
9	20	set(s)	Fire Fighter 9pcs costume Description: Gender: Unisex Department Name: Children Item Type: Sets Material: Polyester Characters: Firemen Special Use: Costumes Characters: Sam Item type: Jackets & Coats [Size:150] Bust: 96 cm, Top length: 63 cm, Pants length: 88 cm, Hips:100 cm, Sleeve:53 cm			
10	20	set(s)	Teacher Uniform for Kids * Product Inclusions: top & skirt/pants			



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			*Fabric: cotton Size: Shoulder: 12" Chest: 26" Blouse Length : 16" Waist Garterize: Up to 26" Shirt Length : 13" Pants Length: 22"			
11	20	set(s)	Nurse Fancy Role Play Costume Color White For ages 4-5 years old			
12	20	set(s)	Chef Career Costume for Kids Package includes: Red Chef Set: The five piece set includes: top, pants, hat, scarf, apron Black White Chef Set: The three piece set includes a hat, top, and apron Description: Suitable for heights of 100cm, 110cm, 120cm, 130cm, 140cm			
13	20	set(s)	Doctor Career Costume Uniform for Kids Description: 7pcs Set package includes:top + pants + hat + mask + white coat + stethoscope + work card Recommended size: 110cm size suitable for height 100-110cm--- Suitable for 4-5 years old			
14	20	set(s)	Engineer Costume for Kids Boy Cosplay with Toys Set Construction Career Worker Costumes Products include: Vest Belt Hat 20 pcs Construction Tools			
15	20	pc(s)	Mini Piano Learning Kit -multifunctional electronic piano - can be connected to mobile, IPad, computer or laptop - with little stool - with lovely microphone			
16	20	set(s)	Policeman Blue Officer Police Costume 5pcs short-sleeve Product category: photography clothing, children's performance clothing Material: polyester Applicable gender: unisex Fit for height: 110cm, 120cm, 130cm			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
17	20	pc(s)	Mini Fancy Xylophone Material/s: Plastic Parts			
18	20	pc(s)	Mini Ukelele Ukulele Soprano 4 Strings Spruce Basswood Guitar Set Complete Package 21 Inches Color: Natural Material: Basswood body nylon strings Tone Position: 12 Size: 53cm x 18cm x 6cm SET OF THE UKULELE 1 * ukulele 1 * tuner 1 * ukulele string 1* ukulele strap 1 * ukulele pick 1 * ukulele bag 1 * ukulele Primary Tutorial			
19	20	pc(s)	Mini Drums Kit Simulation Jazz Percussion Music Instrument Toys for Kids For the Set of 3 drums details: Drum size: 33cm x 25cm x 11cm (assembled size) 3 x small drums 2 x drum stick 1 x cymbal			
20	30	set(s)	4-pc pack classic playdough			
21	30	set(s)	90-packed color pencils			
22	32	pc(s)	Foldable solo camper mattress Size: 1x30x75			
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 EDUCATIONAL MATERIALS AND SUPPLIES TO BE USED AT THE VARIOUS CHILD DEVELOPMENT CENTERS 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 or the 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 inter-agency collaboration at the national and local levels among government, service providers, families and communities, public and private sectors, non-government organizations, professional associations and academic institutions.

Further, Republic Act 6972, which came into law in November 1990, mandates the establishment of day care centers in every barangay, instituting therein a total development and protection of children programs.

RA 10410 also aims to establish child development centers in every barangay and the conversion of existing public day care centers into child development centers. At the City of San Fernando Pampanga, the guidelines on the conversion of public "Day Care Center" (DCC) into "Child Development Center" has been adopted. Part of these guidelines is the necessary physical improvement on day care center facilities and provision of upgraded fixtures, appliances and room materials.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Educational Materials and Supplies to be used at the various Child Development Centers in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2024-3309 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **Six Hundred Four Thousand Pesos (P604,000.00)**.

III. OBJECTIVES

The objectives of the Supply and Delivery of Educational Materials and Supplies to be used at the various Child Development Centers in the City of San Fernando, Pampanga is:

1. To provide educational materials and supplies that will be used to conduct ECCD Services & Programs.

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
32	Pcs	Foldable solo camper mattress Size: 1x30x75	30 days after the issuance of Purchase Order/Notice to Proceed	CGSO, Central Storage, New Public Market, Del Pilar, CSFP
30	Sets	90-packed color pencils		
20	Pcs	Mini Drums Kit Simulation Jazz Percussion Music Instrument Toys for Kids For the Set of 3 drums details:		

		Drum size: 33cm x 25cm x 11cm (assembled size) 3 x small drums 2 x drum stick 1 x cymbal		
30	Sets	4-pc pack classic playdough		
20	Pcs	Mini Ukelele Ukulele Soprano 4 Strings Spruce Basswood Guitar Set Complete Package 21 Inches Color: Natural Material: Basswood body nylon strings Tone Position: 12 Size: 53cm x 18cm x 6cm SET OF THE UKULELE 1 * ukulele 1 * tuner 1 * ukulele string 1 * ukulele strap 1 * ukulele pick 1 * ukulele bag 1 * ukulele Primary Tutorial		
20	Pcs	Mini Fancy Xylophone Material/s: Plastic Parts		
20	Sets	Policeman Blue Officer Police Costume 5pcs short-sleeve Product category: photography clothing, children's performance clothing Material: polyester Applicable gender: unisex Fit for height: 110cm, 120cm, 130cm		
20	Pcs	Mini Piano Learning Kit -multifunctional electronic piano - can be connected to mobile, iPad, computer or laptop - with little stool - with lovely microphone		
20	Sets	Engineer Costume for Kids Boy Cosplay with Toys Set Construction Career Worker Costumes Products include: Vest Belt Hat 20 pcs Construction Tools		
20	Sets	Doctor Career Costume Uniform for Kids Description: 7pcs Set package includes:top + pants + hat + mask + white coat + stethoscope + work card		

		Recommended size: 110cm size suitable for height 100-110cm--- Suitable for 4-5 years old		
20	Sets	Chef Career Costume for Kids Package includes: Red Chef Set : The five piece set includes: top, pants, hat, scarf, apron Black White Chef Set : The three piece set includes a hat, top, and apron Description: Suitable for heights of 100cm, 110cm, 120cm, 130cm, 140cm		
20	Sets	Nurse Fancy Role Play Costume Color White For ages 4-5 years old		
20	Sets	Teacher Uniform for Kids * Product Inclusions: top & skirt/pants *Fabric: cotton Size: Shoulder: 12" Chest: 26" Blouse Length : 16" Waist Garterize: Up to 26" Shirt Length : 13" Pants Length: 22"		
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30	Sets	Dinosaur Adventure Bucket 60 pieces Product Details: • Material: Polyvinyl chloride (PVC), acrylonitrile butadiene		

		<p>styrene (ABS) and polypropylene (PP)</p> <ul style="list-style-type: none"> • Dimensions/Size: 25.3cm (L) x 13.6cm (H) x 6.5cm (W) 		
30	Sets	<p>Mini Dolls and Bunk Bed Set</p> <p>Product Details:</p> <ul style="list-style-type: none"> • Includes 2 x dolls and 1 x bunk bed set • Material: Polypropylene (PP) • Dimensions/Size: 22cm (H) x 17cm (W) x 8.5cm (D) 		
30	Sets	<p>6-Piece Wooden Firefighter Set</p> <p>Includes:</p> <ul style="list-style-type: none"> 1 x utility belt 1 x zipper bag 1 x torch 1 x crowbar 1 x walkie talkie 1 x fire extinguisher <p>Product Details:</p> <ul style="list-style-type: none"> • Dimensions/Size: Zipper bag: 22.2cm (L) x 7.5cm (H) x 18.4cm (W) Utility belt: 73.7cm (L) x 11.1cm (W) Torch: 12.1cm (L) x 3.6cm (H) x 3.6cm (W) Crowbar: 12.6cm (L) x 0.9cm (H) x 2.7cm (W) Walkie talkie: 9.5cm (L) x 2.3cm (H) x 5.5cm (W) Fire extinguisher: 13.4cm (L) x 4cm (H) x 4.6cm (W) • Material: Zipper bag: Fabric and plastic Utility belt: Fabric and polyester Torch, crowbar and fire extinguisher: Solid wood Walkie talkie: Medium-density fibreboard (MDF) and solid wood 		
7	Sets	<p>Jr. Basketball Set</p> <p>Specification:</p> <ul style="list-style-type: none"> 2.36m Basketball Hoop: Ring material: steel pipe Net material: nylon Material: backboard PVC backboard with PE frame Surface treatment: plastic spray anti-rust treatment Installation: Self-assembly (the base can be filled with water or sand) Hoop diameter 39 cm (with 22cm basketball) Backboard size: 74 x 46 x 3 cm 		

		Height: 23.6 m (Adjustable: 1.8-2.36 m) Base: can be filled with 35KGS of water or sand to maintain product stability, easy to disassemble and assemble. The base has 2 wheels, which can be moved at will. Package List: 1 x Mobile Basketball Stand 1 x Basketball 1 x Air Pump		
30	Sets	Soft Blocks Material/s: Plastic Parts 53 pieces		
30	Sets	Rock N Stack Rings Toy -Various colorful rings of different sizes and shapes make for hours of stacking fun		
30	Sets	Play and Cook Kitchen Play Set Material: Plastic Includes 16pcs of cookware Measures approximately 24 x 16 x 12 inches		

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 Purchase Order (PO).
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.

b. 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 30 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.
- c. 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 educational materials and supplies 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:


MARICORNE KRIZETTE R. GA
 Administrative Officer II

Approved by:

AILEEN C. VILLANUEVA
 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.