



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 Polo Shirts to be used for the ECCD Home-Based Volunteer Workers for 2024 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. : **2024-11-02328**  
\_\_\_\_\_  
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: \_\_\_\_\_  
  
Camille C. Mendiola 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	84	pc(s)	ECCD Home-based Polo Shirts Color: White (body) and red (collar and sleeves) With Logo : ECCD Council (right sleeves and CSFP (left sleeve) With CSWD Logo and text: ECCD Volunteer Workers in Upper Left With Fernandino Ka, Kayabe Ka! in upper back Material: Cotton Sizes: S, M, L, XL, XXL and XXXL			
<b>Total Amount:</b>						

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 POLO SHIRTS TO BE USED BY THE ECCD HOME-BASED VOLUNTEER WORKERS FOR 2024 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.

As mandated by law, the DWSD, through the City Social Welfare and Development Office is responsible in regulating programs for children through various centers operated by the local government. The LGU is able to secure additional funds for the proper operation of ECCD Centers through the special education fund under the management of the local school board.

Under the guidelines provided in the use of the special education fund for early childhood care and development centers, the purchase of furniture, furnishings, equipment, appliances and room materials is allowed.

#### II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Polo Shirts to be used by the ECCD Home-Based Volunteer Workers for 2024 in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2024-2373 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **Sixty Three Thousand Pesos (P63,000.00)**.

#### III. OBJECTIVES

The objectives of the Supply and Delivery of Polo Shirts to be used by the ECCD Home-Based Volunteer Workers for 2024 in the City of San Fernando, Pampanga is:

1. To provide uniforms that will be used by the Day Care/ECCD Volunteers in implementing ECCD Programs and Services.

#### 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
84	Pcs	ECCD Home-based Polo Shirts Color: White (body) and red (collar and sleeves) With Logo : ECCD Council (right sleeves and CSFP (left sleeve) With CSWD Logo and text: ECCD Volunteer Workers in Upper Left With Fernandino Ka, Kayabe Ka! in upper back Material: Cotton Sizes: S, M, L, XL, XXL and XXXL	15 days after the issuance of Delivery Order Contract/Notice to Proceed	CGSO, Central Storage, New Public Market, Del Pilar, CSFP

#### 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 15 days after the issuance of Delivery Order Contract/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**

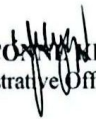
The deliverables of the supplier/ contractor shall be as follows:

- a. Provide the quantity of uniforms 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:

  
**MARICELA RIZETTE R. GA**  
 Administrative Officer II

Approved by:

  
**AILEEN C. VILLANUEVA**  
 CSWP 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.*