



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 Books to be used during the NCDC/CCDCs Operations: Batang Malusog, Masigla at Masaya - Kwentuhang Bulilit for 2024 in the City of San Fernando, Pampanga**

Location of the Project : **City Social Welfare and Development Office**

Company Name

Address

Date : **Dec 2, 2024**

PR No. : **2024-11-02350**

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: _____

Monalyn M. Aquino
Administrative Aide VI (Buyer II)

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	500	book(s)	Big Story Books for children ECCD children Specifications: - language: filipino - picture book - printed in colored - size:18"			
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 BOOKS TO BE USED DURING THE NCDC/CCDCS OPERATIONS: BATANG MALUSOG, MASIGLA AT MASAYA - KWENTUHANG BULILIT FOR NOVEMBER 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.

RA 10410, or the Early Years Act of 2013 was enacted recognizing the age from zero to eight years as the first crucial stage of education development. In the same act, the National System for Early Childhood Care and Development was institutionalized, focusing on providing and implementing programs that provide basic holistic needs of young children to ensure their optimum growth and development.

At the City of San Fernando, Pampanga, a holistic approach that supports physical, emotional and social well-being, not just mental health needs, is given great importance and focus. Thus, a program on integrated nutrition education, behavioral transformation and social mobilization is deemed necessary.

A series of CDCs and community-based orientation and training activities that will lined-up to attain this goal. The following activities to be conducted are: Early Years Fair, Bayanihang Bulilit, Kwentuhang Bulilit and Various Seminars and Trainings for ECCD Trainers.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Books to be used during the NCDC/CCDCs Operations: Batang Malusog, Masigla at Masaya - Kwentuhang Bulilit for November 2024 in the City of San Fernando, Pampanga is included in the PMP with Ref. No. 2024-3179 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **One Hundred Fifty Thousand Pesos (P150,000.00)**.

III. OBJECTIVES

The objectives of the Supply and Delivery of Books to be used during the NCDC/CCDCs Operations: Batang Malusog, Masigla at Masaya - Kwentuhang Bulilit for November 2024 in the City of San Fernando, Pampanga is:

1. To provide materials that will be used in conducting Kwentuhang Bulilit.

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
500	Books	Big Story Books for children ECCD children Specifications: - language: filipino - picture book - printed in colored - size:18"	20 days after the issuance of Purchase Order/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 P.O.
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 20 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 books 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:


MARICON MAKRIZETTE 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.