



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 Drug Testing and Confirmatory Drug Test of the Community Drug Abused and Rehabilitation Program (CDARP) for 2024 in the City of San Fernando, Pampanga subject to Ordering Agreement**
Location of the Project : **City Social Welfare and Development Office**

Company Name Date : **Dec 19, 2024**

Address PR No. : **2024-12-02475**

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 23, 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	180	service(s)	Drug Test (Urine Test)			
2	15	service(s)	Confirmatory Drug Test			
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 DRUG TESTING AND CONFIRMATORY DRUG TEST TO COMMUNITY DRUG ABUSE AND REHABILITATION PROGRAM (CDARP) FOR 2024 IN THE CITY OF SAN FERNANDO, PAMPANGA SUBJECT TO ORDERING AGREEMENT

I. BACKGROUND

The Community Based Rehabilitation Program was started on 2017 to cater to personalities who surrendered to President Rodrigo Duterte's OPLAN "Tokhang". In support to the president's advocacy, the Local Government Unit of the City of San Fernando conceptualized a plan in order to properly assist the surrenderers and drug offenders alike. Through the City Social Welfare and Development Office, the Community Drug Abuse and Rehabilitation Program was born. Its purpose is to help drug offenders to change their way of thinking and perception about the illegal drugs and to reintegrate them to the society. With the help of partner agencies (DILG ,PNP, PDEA, CHO and etc.) and the association of Barangay Captains, every barangay in the city will be able to help involved constituents and give them a fighting chance to have a better life. Thus, eliminating the drug problem from the lowest levels.

As one of the first-class cities in the Philippines, the City of San Fernando had a fair share of drug offenders. According to the Philippine National Police, there are approximately 4,000 undocumented drug offenders are living within the city. CDARP, along with the partner agencies, played a vital role in fighting the long and arduous "war on drugs". The program's tasks include profiling the drug surrenderers, providing psycho education, livelihood assistance and linking to other agencies that can help surrenderers have a better quality of life as any other Fernando deserves. With the joint efforts of the agencies, there are now 12 drug cleared barangays and rest are well under way.

As per Republic Act 9165 "Dangerous Drugs Act of 2002", under Section 51 "Local Government Units, Assistance" states that: Local government units shall appropriate a substantial portion of their respective annual budgets to assist in or enhance the enforcement of this Act giving priority to preventive or educational programs and the rehabilitation or treatment of drug dependents. Through the local government funding, the program will continue to strive and reach more Fernandinos stricken with the disease called drug addiction.

.II. BUDGETARY REQUIREMENT

The Contract of Service for the Drug testing and Confirmatory Drug Test to Community Drug Abuse and Rehabilitation program (CDARP) for 2024 in the City of San Fernando, Pampanga is included in the PMP with Ref. No. 2024-3271 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **SIXTY – THREE THOUSAND SEVEN HUNDRED FIFTY PESOS (Php 63,750)**.

III. OBJECTIVES

- To provide well-timed transitioning from relief to early recovery and rehabilitation as an intervention to mitigate further exposure of families affected to disaster
- To equip the permanent evacuation centers ready to accommodate internally displaced individuals during the disaster season

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
180	service(s)	Drug Test (Urine Test)	November-December 2024	Onsite
15	service(s)	Confirmatory Drug Test		

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 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.

c. Delivery/ Implementation period

1. Strictly observe the "No Purchase Order (PO)/ Contracts, No Delivery" Policy and comply with the delivery period.
2. The Delivery Period shall be from November-December 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.

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 together with the (2) attendance sheet/s as part of the utilization where the quantity of the delivery is the same as the number of attendees and photo documentation of the delivery.

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 Drug Testing and Confirmatory Drug test 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:

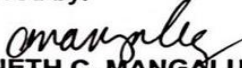
- a. On- time payment of the supplier/ contractor i.e., 15 days after delivery regardless if the delivery is per month or Ordering Agreement.
- b. End- user shall monitor the delivery of requirements.
- c. The Procurement Officer shall assist in the monitoring, delivery and on- time payment of the supplier.
- 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 and submitted by:



JUSTIN ALEXANDER DICKIE D. ORO
Social Welfare Assistant

Approved by:



CANNETH C. MANGALUS
Acting CSWD Officer/End-User

CONFORME:

Signature over Printed Name

Date

Note: The 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.