



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 Supplies/Materials to be used for the Bale Lingap Kayanakan Center for temporarily Sheltered Clients for 2024 in the City of San Fernando, Pampanga**

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

Company Name

Date :

**Dec 19, 2024**

PR No. :

**2024-12-02500**

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 23, 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	20	set(s)	Detergent Bar Soap - With Downy/ 125g/ 1 set-3pcs			
2	3	pc(s)	Bleaching Liquid - 1kl, Chlorine-based solution - Hypochlorite, 3.5 liters			
3	5	pc(s)	Dishwashing Liquid - 540 ml, Anti-bacterial			
4	5	dozen(s)	Hanger - Plastic Hanger			
5	5	dozen(s)	Shampoo - 13 ml, sachet - Liquid and almond scent			
6	10	set(s)	Soap - Aloe body soap, 60g			
7	40	dozen(s)	Toothpaste fresh red 22 grams			
8	50	pc(s)	Toothbrush champion soft			
9	5	pack(s)	Face Towel - Cotton, 30cmx30cm			
10	5	pc(s)	Water Container (Timba) - Size code 9617-5 - Plastic/ Any color			
11	5	pc(s)	Dipper - Plastic - Size: 10.5cmx11.5cm			
12	50	pc(s)	Deodorant - Men/women deodorant sachet			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			- Alcohol-free - Sweat and body odor			
13	20	pc(s)	Alcohol - 70% alcohol - 500ml			
14	5	pc(s)	Povidine-Iodine - Yellow, 120ml			
15	10	pc(s)	Cotton Balls - 300 balls			
16	20	box(s)	Band-aid - Strips - Standard Band-aid plastic			
17	5	pc(s)	Slippers - Unisex Size 37			
18	5	pc(s)	Slippers - Unisex Size 38			
19	5	pc(s)	Slippers - Unisex Size 39			
20	5	pc(s)	Slippers - Unisex Size 40			
21	15	pc(s)	T-shirts - Size 18 White			
22	15	pc(s)	T-shirts - Size 20 White			
23	15	pc(s)	T-shirts - Size 22 White			
24	30	pc(s)	Short - Male (Small, Medium) (15pcs each size)			
25	30	pc(s)	Short - Female (Small, Medium) (15 pcs each size)			
26	6	box(s)	Underwear - Female - Small - Medium - Large (2 box each size)			
27	6	pc(s)	Round Handle Door Knobs Stainless Steel Entrance Interior Passage Lock Keys			



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<b>Item No.</b>	<b>Qty</b>	<b>Unit</b>	<b>Item Description</b>	<b>Remarks</b>	<b>Unit Price</b>	<b>Total</b>
28	3	pc(s)	Single Mattress 36 inches x 75 inches (Foam)			
<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 SUPPLIES/MATERIALS TO BE USED FOR THE BALE LINGAP KAYANAKAN CENTER FOR TEMPORARILY SHELTERED CLIENTS FOR 2024 IN THE CITY OF SAN FERNANDO, PAMPANGA**

### **I.BACKGROUND**

Republic Act No. 9344, as amended by Republic Act No. 10630 (otherwise known as the Juvenile Justice and Welfare Act of 2006) was a progressive step towards a more restorative and child-oriented juvenile justice system. It is a legal measure to uphold the rights of Children at Risk (CAR) and Children in Conflict with the Law (CICL) and provides the legal basis for the establishment of the Juvenile Justice Welfare Council (JJWC) and the Regional Juvenile Justice Welfare Committees (RJJWC). The national council and the regional committees were organized to oversee and ensure the effective implementation of the law at the regional and local levels. They are also tasked to collect regional information, and conduct study and research relative to Juvenile Intervention Programs and Policies.

In 2013, under also this amended law, a 6-year Comprehensive National Juvenile Intervention Program must be formulated which was cascaded to the Regional Juvenile Justice and Welfare Committee to have their Comprehensive Regional Juvenile Intervention Program (CRJIP) framework. The RJJWC III encourages and mobilizes all the Local Government Units (LGU) within the region to formulate their Comprehensive Local Juvenile Intervention Program (CLJIP) based on analysis of their own local situation to address all the hitches concerning juvenile justice.

The Comprehensive Local Juvenile Intervention Program (CLJIP) shall serve as a guide to all government agencies, LGUs, and NGOs in the formulation and implementation of their respective juvenile intervention programs and policies relating to juvenile justice and welfare. Thus, the Local Government Unit of the City of San Fernando, Pampanga adheres to spearhead formulation of such for the development of intervention and rehabilitation programs for CICL/CAR.

This three (3)-year comprehensive plan of programs is the concrete expression of the mandate of the RJWC to coordinate, oversee, and monitor the implementation of the Juvenile Justice and Welfare Act (JJWA) or R.A. No. 9344, as amended. Moreover, the CLJIP is the resulting document of the 2017 Situational Analysis on CICL and CAR in the City of San Fernando, Pampanga of which conclusions and recommendations were translated into concrete programs and actions with specific targets, responsible agencies, budget allocation, and basis for monitoring and evaluation for the next three (3) years.

The creation of a Local SitAn and the CLJIP aims to prevent CAR from committing crimes and ensure that CICL are rehabilitated and reintegrated into their families and communities. It is also meant to institutionalize a restorative justice and welfare system for CAR and CICL by encouraging and strengthening institutional partnerships. The purpose or goal of the CLJIP is to reduce the number of new cases of CAR and rehabilitate and reintegration CICL into their

families and communities. It also reflects the government's recognition of the children's right to survival, development, protection, and participation as well as children's right to attain their full potential.

In the City level, the CLJIP is aligned with the Local Plan of Action for Children 2020-2022 as it contributes to LPAC Goal No. 3, that is, "LPAC Goal No. 3.5. Reduction in the number of children in conflict with the law every year and rehabilitation and reintegration of CICL to their families and communities." In particular, the CLJIP is directly responsible for the realization of Outcome 3.5.1 LPAC Goal No. 3.5. *Reduction in the number of children in conflict with the law every year and rehabilitation and reintegration of CICL to their families and communities*, that is, "A restorative justice and welfare system for CAR and CICL through the effective implementation of the law and coordination among stakeholders in a protective and enabling environment is institutionalized."

## **II. BUDGETARY REQUIREMENT**

The Budgetary Requirement for the Supply and Delivery of Supplies/Materials to be used for the Bale Lingap Kayanakan Center for temporarily Sheltered Clients for 2024 in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2024 – 564 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **SIXTYSEVEN THOUSAND FIVE HUNDRED EIGHTYTWO PESOS. (P 67,582.00).**

## **III.OBJECTIVES**

The objectives of the Supply and Delivery of Supplies/Materials to be used for the Bale Lingap Kayanakan Center for temporarily Sheltered Clients for 2024 in the City of San Fernando, Pampanga are as follows:

1. To serve as strategic mechanisms in providing appropriate services to the root cause of the problems that would give us a better way to address the social issues affecting them to provide the best interventions that would make the problem very soluble to address, hence, preventing its occurrence; and promote a program atmosphere of hope within a physically psychologically safe place.
2. To ensure that meals are served during the Life Skill Session of the Bale Lingap Kayanakan Diversion Program for CICL and CAR considering that it is a policy of the City Government that provision of meals is allowed if the duration of the meeting/activity is more than four (4) hours; and
3. To establish a harmonious relationship between CAR/CICL with their families to improve their relationship and to raise awareness of parents and CAR/CICL on the consequences of family conflicts.
4. To help reduce the burden on the juvenile justice system and promote greater efficiency in handling delinquency cases.

## **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

Item No.	Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
1	20	Set(s)	Detergent Bar Soap - 125g/ 1 set-3pcs	December 2024	CGSO Central Storage
2	3	piece	Bleaching Liquid - 1kl, Chlorine-based solution - Hypochlorite, 3.5 liters		
3	5	piece	Dishwashing Liquid - 540 ml, Anti-bacterial		
4	5	dozen	Hanger - Plastic Hanger		
5	60	piece	Shampoo - 13 ml, sachet - Liquid and almond scent		
6	10	Set(s)	Soap - Aloe body soap, 60g		
7	40	Dozen(s)	Toothpaste * Toothpaste spicy fresh red 22 grams		
8	50	piece	Toothbrush * Toothbrush champion soft		
9	5	pack(s)	Face Towel - Cotton, 30cmx30cm		
10	5	piece	Water Container (Timba) - Size code 9617-5 - Plastic/ Any color		
11	5	piece	Dipper - Sunny ware, Plastic - Size: 10.5cmx11.5cm		
12	50	piece	Deodorant - Men/women deodorant sachet - Alcohol-free - Sweat and body odor		

13	20	piece	Alcohol - Green cross, 70% alcohol - 500ml		
14	5	piece	Povidine-Iodine - Yellow, 120ml		
15	10	piece	Cotton Balls - Purity, 300 balls		
16	20/ 12pcs	box	Band-aid - Strips - Standard Band-aid plastic		
17	5/ size 37	piece	Slippers Unisex Assorted Size from 35-40		
	5/ size 38	piece			
	5/ size 39	piece			
	5/ size 40	piece			
18	15/ size 18	piece	T-shirts - Size 18, 20, 22 White		
	15/ size 20	piece			
	15/ size 22	piece			
19	30/ 15 pieces per size	piece	Short - Male (Small, Medium)		
20	30/ 15 pieces per size	piece	Short - Female (Small, Medium)		
21	6/ 2per size	box	Underwear - Female - Small - Medium - Large -		

22	6	piece	Round Handle Door Knobs Stainless Steel Entrance Interior Passage Lock Keys		
23	3	piece	Single Mattress 36 inches x 75 inches (Foam)		

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/ 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.

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 on 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.



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 of meals and to immediately notify the supplier/ contractor in case of any concerns before the acceptance.

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 supplies/materials 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 by:

  
**MARK CEDRIC B. PRE**  
Administrative Aide II

Approved by:

  
**CANNETH C. MANGALUS**  
Acting CSWD Officer

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.*