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 Rental of Bus to be used for the Day Care Workers Week Celebration City Level on July 2025**

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

_____
Company Name

_____
Address

Date : **Jul 2, 2025**

PR No. : **2025-05-00995**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, July 8, 2025 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Rachelle M. Pangilinan

Approved by:

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	2	service(s)	Bus Rental - can accommodate 85 pax - with airconditioner - conditioned vehicle - for pick and drop only, vise versa			
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 RENTAL OF BUS TO BE USED FOR THE DAY CARE WORKERS' WEEK CELEBRATION CITY LEVEL IN JULY 2025

I. BACKGROUND

In accordance with Section 2 of the Republic Act No. 10410 otherwise known as "The Early Years Act (EYA) of 2013" declares that 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; among the public and private sectors, non-government organizations; professional associations and academic institutions.

In Sec. 5 (d) of the same Act states that the ECCD Management which is one of the components shall consist of a continuing process of planning, implementation, supervision, financial management, monitoring, evaluation and reporting to persons concerned and shall encourage the active involvement of and build the capabilities of service providers, parents and local government officials to sustain the program.

Moreover, the standard under the area VII on the "Standards and Guidelines for Center-Based Early Childhood Programs for 0 to 4 Years Old Filipino Children" which pertains to Leadership, Program Management and Support states that the Program Focal Person/Administrator/Director/Principal provides leadership and support to staff and families so that young children have high quality experiences.

Meanwhile, in pursuant to Proclamation No. 404m series of 2003 declaring June 7 to 11 and every year thereafter as National Day Care Workers Week to recognize the vital roles of the day care workers in promotion of children's rights.

The annual celebration serves as a venue to recognize the contribution of the Child Development Workers who have persistently provided substitute parental care and early childhood education to young children.

In addition, under area IV of the ECCD standards which pertains to staff qualifications, staff development and continuing education states that the program employs and support teaching and non-teaching staff who possess the required education qualification and essential knowledge and imbued with desirable values. The management provides the continuing professional development to promote young children's learning and development and support family's diverse needs.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Contract of Service for the Rental of Bus to be used for the Day Care Workers Week Celebration City Level in July 2025 is included in the PPMP with Ref. No. 2025-714 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **ONE HUNDRED THOUSAND PESOS (P100,000.00)**

III. OBJECTIVES

The objectives of the Contract of Service for the Rental of Bus to be used for the Day Care Workers Week Celebration City Level in July 2025 is:

- To transport participants vice-versa during the activity.

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
2	service(s)	Bus Rental - can accommodate 85 pax - with air conditioner - conditioned vehicle - for pick and drop only, vice-versa	July 2025	Outside City of San Fernando, Pampanga

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 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.

c. 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 in July 2025.

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.

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 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 services 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:

CHARLENE JOY R. DUNGCA
Administrative Officer II

CONFORME:

Signature over Printed Name

Date

Approved by:

AILEEN C. VILLANUEVA
CSWD Officer

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.