



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 Training on Child Protection and Child Participation (LCPC) for 2025**

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

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

Date : **Aug 20, 2025**

PR No. : **2025-08-01363**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Wednesday, August 27, 2025 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	1	service(s)	Bus Rental - can accommodate 49 pax - with airconditioner - conditioned vehicle - for pick and drop only, vise versa			
<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**

### **CONTRACT OF SERVICE FOR THE RENTAL OF BUS TO BE USED FOR THE TRAINING ON CHILD PROTECTION AND CHILD PARTICIPATION (LCPC) FOR 2025**

#### **I.BACKGROUND**

The Local Council for the Protection of Children (LCPC) as a local and community-based institution can be valuable and strategic mechanisms for the efficient and effective implementation of policies, programs, and projects on all major areas of concern for children, thus, guidance and support must be provided to all stakeholders so that LCPCs can be strengthened, and their full potential can be harnesses.

The Department of Interior and Local Government thru its Memorandum Circular 2021-039 mandates all LCP members and stakeholders to conduct advocacy activities on the promotion and protection of the rights and welfare of children including the development of information, education, and advocacy materials. LCPC are also mandated to conduct capability-building activities for all stakeholders on children including in the barangay level.

The LCPC as a committee responsible in planning and spearheading programs for the children at the local level with the end view of making the locality child friendly has a crucial role in the protection of children in every local government, hence, heightened that the LCPC shall be strengthened as the primary agency to coordinate and assist the LGUs in the formulation of a comprehensive plan on juvenile delinquency prevention and to oversee its proper implementation.

Parallel to this, the city passed the City Ordinance No. 2011-015 also known as “The Comprehensive Welfare Code for the Children of the City of San Fernando, Pampanga”, where the Local Council for the Protection of Children (LCPC) was institutionalized to promote, develop, and protect the children’s physical, moral, spiritual, intellectual and social well-being and shall insist patriotism and nationalism, and encourage their own involvement in public and civic affairs in communities where they live and the city in general.

Hence, continuous capacity development and re-orientation on children-related laws is needed for LCPC and partner stakeholders to equip them to come up with a more comprehensive plans, programs, and services for the children.

In addition, LCPC is a great contributor to the success and achievement of the Seal of Good Local Governance, an institutionalized award given by the DILG to give distinction and incentive good performance of selected LGUs who are responsive to various concerns in local administration and service delivery fostering a culture of good governance. The city as recipient of the SGLG and Child-Friendly Local Governance awards, will also be recognizing the exemplary contributions and active participation of the selected LCPC members and partners who demonstrated great efforts and service excellence to the achievement of the goal aligned with the PRAISE Awards policies.

#### **II. BUDGETARY REQUIREMENT**

The Budgetary Requirement for the Contract of Service for the Rental of Bus to be used for the Training on Child Protection and Child Participation (LCPC) for 2025 is included in the

PPMP with Ref. No. 2025 – 507 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **SIXTY-THREE THOUSAND PESOS (PHP 63,000.00)**.

### III.OBJECTIVES

- The main objective of this activity is to create, enhance and develop council members’ capacity to design, implement and supervise child welfare programs, strengthens present capacities and to recognize exemplary contributions and service excellence of LCPC members and stakeholders.

### 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
- b.

Session No.	Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
1	1	service(s)	Bus Rental - can accommodate 49 pax - with airconditioner - conditioned vehicle - for pick and drop only, vise versa	SEPTEMBER 2025	BAGUIO CITY, BENGUET, PHILIPPINES

#### c. 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.

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

e. 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 the bus 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.

Terms of Reference

Contract of Service for the Rental of Bus to be used for the Training on Child Protection and Child Participation (LCPC) for 2025.

Prepared by:

  
**GEORGIE D. SALVADOR JR.**  
Social Welfare Assistant

Approved by:

  
**CANNETH C. MANGALUY, RSW**  
Acting CSWD Officer, End-user

<b>CONFORME:</b>
_____ 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.*

