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 Additional Funeral Services of the Kayabe Ka Angga king Talwing Inawa Program for the South Part of the City of San Fernando, Pampanga for the year 2025**

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

_____
Company Name

_____
Address

Date : **Oct 7, 2025**

PR No. : **2025-09-01642**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, October 13, 2025 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Camille C. Mendiola
Administrative Assistant II (Buyer II)

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	73	service(s)	Funeral Service: Pick-up transport for Embalming (hospital or home) Coffin made up of wood and half-glass Funeral Poach: Simple Lighting (Crucifix, Simple Lights) 1 Flower Stand 1 Tarpaulin 1 Water Dispenser 2 Table and 20 Chairs For Communicable Diseases (COVID) -Direct Burial Pick up transport from hospital or home and direct to cemetery Coffin made up of wood and half-glass			
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 ADDITIONAL FUNERAL SERVICE OF THE KAYABE KA ANNGA KING TALWING INAWA PROGRAM FOR THE SOUTH PART OF THE CITY OF SAN FERNANDO, PAMPANGA FOR THE YEAR 2025

I.BACKGROUND

As we are strengthening the Universal Health Care and increasing investments in public health care, the challenge to the Philippine Health Care system is unprecedented and death, in some case is a consequence.

Nowadays, the cost of living may be expensive but the cost of dying is also pricey. Though the dead is absolved of debt and other financial obligations, loved ones carry the burden of the cost of burial and other services, on the top grief they experience.

It is during these times that the assistance of Local Government Unit is most needed. This is where AICS or the Assistance for Individuals in Crisis Situation was conceptualized by the Department of Social Welfare and Development as part of the protective service for the poor, marginalized and vulnerable and vulnerable/disadvantaged individuals.

To strengthen the implementation of AICS, Memorandum Circular (MC) No.2 series of 1024 entitled, the Guidelines in the Implementation of the Assistance to Individuals in Crisis Situation (AICS) was issued. Subsequently, MC No.9 series of 2016 and MC No. 24 series of 2000 were issued as supplements in the implementation of AICS.

In compliance to the national guidelines from the DSWD for AICS, the City of San Fernando is adopting the said MCs for a comprehensive and systematic approach, Congruent to this, for the proper implementation of social welfare services to Fernandino's applicants will undergo proper assessment and evaluation to qualify for the availment of said services.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Contract of Service for the Additional Funeral Service of the KAYABE KA ANGGA KING TALWING INAWA Program for the South Part of the City of San Fernando, Pampanga for the year 2025 is included in the PPMP with Ref. No. 2025-2696 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **NINE HUNDRED NINETY TWO THOUSAND EIGHT HUNDRED PESOS (P 992,800.00).**

III.OBJECTIVES

The objectives for the Contract of Service for the Funeral Service of the Kayabe Ka Angga King Talwing Inawa Program for the South Part of the City of San Fernando, Pampanga for the year 2025 are as follows:

1. Aims to lessen the burden of the family, particularly the indigents marginalized or disadvantaged by providing a decent free funeral service.

2. To help and provide the family of the deceased Indigent Fernandinos who cannot afford to avail funeral services.

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.	Unit	Item Description	Qty	Unit Cost	Location
1	service (s)	Funeral Service: Pick up transport for Embalming (hospital or home) Coffin made up of wood and half-glass Funeral Poach: Simple Lightning (Crucifix, Simple Lights) 1 Flower Stand 1 Tarpaulin 1 Water Dispenser 2 Table and 20 Chairs For Communicable Disease (COVID) -Direct Burial Pick up transport from hospital or home and direct to cemetery Coffin made up of wood and half - glass	73	13,600	Onsite

Requirements:

The family will prepare the Certified True Copy of Death Certificate, Ceritficate of Indigency of Deceased and relative, ID of the deceased and Id of relative.

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 to supply the requirement s upon issuance of DOC.
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)/ Deliver order Contracts, No Delivery" Policy and comply with the delivery period.
2. The Delivery Period shall be upon the issuance of the Purchase Order/Deliver Order Contracts.
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 inform the CGSO-PSMD of the delivery for the latter to conduct inspection prior to the accepatance of the former.

   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 Funeral Service 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 transaction.
c. The Procurement Officer shall assist in the monitoring, 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:

MELYCEL D. TAPANG
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