



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 Electronics and Robotics Equipment and Apparatus to be used for the Project SIER ( Scientific Innovation through Enhanced Robotics) for the City Division of San Fernando Learners in the City of San Fernando Pampanga**

Location of the Project : **Department of Education - City of San Fernando, Pampanga**

\_\_\_\_\_  
Company Name Date : **Jul 31, 2023**  
PR No. : **2023-07-01678**  
\_\_\_\_\_  
Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Friday, August 4, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Jeffrey Ross M. Navarro  
Administrative Assistant III (Buyer III)

  
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	box(s)	MakerSpace Kits-Shaft Type Drive Parts			
2	2	box(s)	MakerSpace-Kits Motor Modules			
3	2	box(s)	MakerSpace Kits-Motion Parts			
4	1	box(s)	MakerSpace Kits- Beam 0824 Structural Parts			
5	1	box(s)	Creobotics Robotics Parts Kits: Basic Drive Parts			
6	1	box(s)	MakerSpce Kits-Beam 0808 Structural Parts			
7	1	box(s)	Felta Robotics AI Set for Beginners: Spike Prime Set			
<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 Electronics and Robotics Equipment and Apparatus to be used for the Project SIER ( Scientific Innovation through Enhanced Robotics) for the City Division of San Fernando Learners in the City of San Fernando Pampanga

### I.BACKGROUND / RATIONALE

The Project SIER or Scientific Innovation Through Enhanced Robotics is intended for Schools offering Science, Engineering, Technology, and Mathematics (STEM) strand which are lacking in instructional teaching and learning materials. This is for teachers and learners to execute hands-on, minds-on, and hearts-on learning activities parallel with Dewey's statement that learners should have direct experience of how the concepts are being applied for them to better remember them. Thus, the availability of appropriate robotics, physical sciences, and technological advancement in teaching electronics, robotics, physical sciences, and research. Also, the provision of such equipment will enhance their creativity, critical thinking, collaboration, and communications as well as the integrated science process skills for them to create innovations to address problems of their communities and beyond. It provides an effective learning tool for students in various fields as science, technology, engineering, math, chemistry, physics, and biology ( Kubilinskiene, Zilinskiene, Dagiene & Sinkevicius, 2017). And since through these kits, the receiving school could build a scientific research and robotics hub, it could open an avenue for other schools within the division to participate in workshops, collaborative works, and division-wide science-research-robotics fairs.

### II.METHODOLOGY:

- Development of Proposal
- Pre-Procurement Activities
- Procurement Procedures
- Distribution of Equipment to Target Schools

### III.OBJECTIVE:

1. To furnish the selected schools with Robotics equipment and apparatus for the use of learners and teachers to enhance the teaching of Robotics through the creation of Science Innovation Projects.

### IV.BUDGETARY REQUIREMENT

The budgetary requirement for the Provision of Robotics Equipment and Apparatus for Project SIER of the City Schools Division of City of San Fernando Pampanga is **SEVEN HUNDRED SEVENTY THOUSAND, SIX HUNDRED NINETY ONE PESOS ONLY. (P770,691.00)**

**V. TERMS AND CONDITIONS:**

a. Specifications/ Schedule of Requirements:

QUANTITY	ITEM	ESTIMATED UNIT PRICE	TOTAL
1 box	Maker Space Kits-Shaft Type Drive Parts	88,391.00	P 88,391.00
2 box	Maker Space Kits-Motor Modules	53,793.00	P107,586.00
2 boxes	Maker Space Kits-Motion Parts	100,225.00	P200,450.00
<del>1 box</del>	Maker Space Kits Beam 0824 Structural Parts	64,552.00	P 64,552.00
1 box	Maker Space Kits- Beam 0808 Structural Parts	50,960.00	P 50,960.00
1 box	Creobotics Robotics Parts Kits: Basic Drive Parts	138,250.00	P138,250.00
1 set	Felta Robotics AI Set for Beginners: Spike Prime Set	120,500.00	P120,500.00
		<b>TOTAL</b>	<b>P770,689.00</b>

**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 confirmed by the supplier/ contractor.
3. If the procurement process reaches the ensuing year, observe that the allowed transaction 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 PO/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.

**b. 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. Coordination with the supplier/ contractor shall be the function of the CGSO- PMD as its mandate.
3. Comply with the right quantity and specifications.
4. To be delivered at the CGSO-PMSD.

**c. Inspection and Acceptance**

1. The CGSO- PSMD shall be present during the delivery for inspection.
2. The supplier/contractor shall issue a Sales Invoice.
3. The CGSO- PSMD shall prepare the corresponding Inspection and Acceptance Report/s.

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.

**B. DELIVERABLES BY THE SUPPLIER/ CONTRACTOR AND THE CITY GOVERNMENT**

The deliverables of the supplier/ contractor shall be as follows:

- a. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.
- b. Issue sales invoice.

The deliverables of the Schools Division Office shall be as follows:

- a. On-time payment of the supplier/ contractor i.e., 15 days after the delivery.
- b. End-user shall monitor the delivery.

**EUFROCINA LELANIE A. FERNANDEZ**  
Administrative Officer IV – Supply Unit

Approved by:

**LEONARDO D. ZAPANTA, EdD, CESO V**  
Schools Division Superintendent

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.