



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 Sporting Goods to be used for the Teachers' Mental and Physical Wellness Training Program of the City Schools Division of San Fernando, Pampanga**

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

Company Name Date : **Aug 7, 2023**

Address PR No. : **2023-08-01732**

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 11, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Francis Chester M. Flores

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	10	pc(s)	Original GG7 Basketballs			
2	10	pc(s)	v200 Volleyball Balls			
3	20	tube(s)	Shuttle Cocks			
4	10	pair(s)	Badminton Rockets Standard Size			
5	5	pc(s)	Officiating Whistle			
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

Supply and Delivery of Sporting Goods to be used for the Teachers' Mental and Physical Wellness Training Program of the City Schools Division of San Fernando, Pampanga

I. RATIONALE

Teachers are the bastion of learning. They are role models to children, after guidance and dedication, and give young people the power of education. Because of teachers, countries can further develop socially and economically. How do teachers keep themselves as teachers of the post-pandemic times? Every teacher of today's era must strive not only for social, economic, and moral reform but also for physical and mental health. Teachers must stay fit and healthy so they can achieve their goals. Sports and physical fitness play an important role in molding a holistic being for both the learners and the mentors.

II. METHODOLOGY

As part of the priority projects of our Hon. Mayor Vilma B. Caluag for teachers, a program to relieve our teachers from mental and physical stress, the schools division office in partnership with the city government identified some enjoyable sports activities wherein they can have fun and at the same time maintain their health and fitness, after the duties to our learners and partners. Physical activities such as Fun runs, Zumba, Basketball, Badminton, Chess, Volleyball, and native games are lined up for the teachers to unwind and have the opportunity to release stress. Procurement of standard sports equipment was considered to provide the needed equipment for the different proposed games.

III. PARTICIPANTS

1868 Public School Teachers

IV. OBJECTIVES

The objectives of the activity are:

- a) Promote sportsmanship and body fitness among our public school teachers, school heads, and non-teaching personnel, and.
- b) Relieve our teachers from mental and physical stress.

V. TERMS AND CONDITIONS

a. Specifications/ Schedule of Requirements:

Item Description/ Specifications	Date of the Activity	Location
GG7 Basketballs, v300w Volleyballs, shuttle cocks, badminton rackets, and officials' whistles	August 16-18, 2023	Various playing venues

The budgetary requirement for the Supply and Delivery of Sporting Goods to be used during the Teacher's Mental & Physical Wellness Training Program of the City Schools Division of San Fernando, Pampanga is ONE HUNDRED SIXTY-FOUR THOUSAND and NINE HUNDRED PESOS ONLY. (P164,900.00)

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 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. We are requesting for an on-site delivery, with the presence of a personnel from CGSO- PMD.

c. Inspection and Acceptance

1. The CGSO- PSMD shall receive the delivery to be issued to the DepED Division Supply Officer. (On-Site Delivery)
2. The supplier/contractor shall issue 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.

IV. 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.

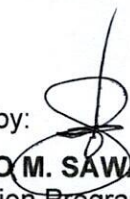
The deliverables of the Schools Division Office shall be as follows:

- a. On- time payment of the supplier/ contractor i.e., 15 days after the delivery.
- b. End- user shall monitor the delivery.
- c. The Procurement Officer shall assist in the monitoring and on- time payment of the supplier/ contractor.
- 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:


EUFROCINA LELANIE A. FERNANDEZ
Administrative Officer IV - Supply

Noted by:


FELINO M. SAWAL
Education Program Supervisor – Sports

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.