



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 Fogging Machine Disinfectant to be used for the Project CLEANS (Conducive Learning Environment and Neat Spaces) of the City Schools Division of San Fernando, Pampanga**

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

Company Name

Address

Date : **Aug 24, 2023**

PR No. : **2023-08-01956**

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 30, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Camille C. Mendiola

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	12	unit(s)	Fogging Machine Disinfectant with 120ml Viru Clear Fogging Solution. 99.9% disinfecting and Fogging eliminates Odors, Molds, Bacteria, Germ and Viruses.			
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 FOGGING MACHINES TO BE USED FOR THE PROJECT CLEANS (Conducive Learning Environment And Neat Spaces)

I. RATIONALE

The cleanliness of schools is an important aspect of school environments. Clean schools not only lower the threat of the spread of illness, but also convey a caring message to the students and teachers. Cleaning and maintenance of schools is vitally important and is often underemphasized and underperformed. Students feel better going to clean classes and sitting in clean desks and surroundings. Sanitation in schools is important because young children face unique health hazards, especially respiratory infections, asthma attacks, skin disease, and diarrheal outbreaks.

Creating an environment that is conducive to teaching means ensuring that all classrooms and the school grounds are all kept clean and tidy. Messy and dirty classes not only present a poor image, but they can also be distracting and negatively impact the pride students have in schools. Schools not only impart knowledge but also play a significant role in shaping the personality of an individual. What a student learns in school is not just confined to the four walls of a classroom, but the whole school environment is a source of knowledge. Apart from education, a student learns lessons of discipline, honesty, and cleanliness from school. Therefore, a school needs to maintain a hygienic atmosphere.

II. OBJECTIVES

- To maximize the learning experience of the students. Students who are in environments that observe cleanliness closely get better grades and have higher rates of graduation and
- To decrease absenteeism. The number of absences due to sickness by teachers and students are higher if the classrooms are not properly kept clean.

III. BUDGETARY REQUIREMENT:

The budgetary requirement for the Supply and Delivery of Janitorial Supplies and Materials for Project CLEANS (Conducive Learning Environment and Neat Spaces) for the City of San Fernando Pampanga under AIP # 3000-2-03-005-24-009 is **FIFTY-FOUR THOUSAND PESOS ONLY. (P54,000.00)**

IV. TERMS and CONDITIONS

a. Specifications and Schedule of Requirements:

To be delivered 15 days upon receipt of Purchase Order.

Location: CGSO-PSMD

NO.	QTY	UNIT	DESCRIPTION	AMOUNT	TOTAL COST
1	12	pcs	Fogging machine	4,500.00	54,000.00
TOTAL					P54,000.00

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

a. 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-PSMD as its mandate.

b. Inspection and Acceptance

1. The CGSO- PSMD must be present during the inspection.
2. The supplier shall issue delivery receipt and 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.

I. 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 Delivery Receipt and 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

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.*