



Republic of the Philippines

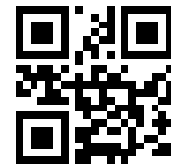
Province of Pampanga

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 Bottled Water to be served for the World Teachers' Day Celebration of the City Schools Division of San Fernando, Pampanga**
Location of the Project : **Department of Education - City of San Fernando, Pampanga**

Company Name

Date : **Sep 20, 2023**

PR No. : **2023-09-02172**

Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, September 25, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Jannelle D.A. Tungcab

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	3600	btl(s)	330 ml. Bottled Water			
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 Bottled Water to be served during the 2023 World Teachers' Day Celebration of the City Schools Division of San Fernando, Pampanga

I. RATIONALE:

Teachers' Day is one of the most significant events that we celebrate in the education sector. It is a time to appreciate and honor the hard work, dedication, and commitment of teachers who have played an integral role in shaping the minds and lives of students. In line with this, we propose an activity that will allow us to express our gratitude and admiration toward our beloved teachers.

II. OBJECTIVE:

The primary objective of this project is to celebrate Teachers' Day by organizing a memorable event that acknowledges the hard work and dedication of our teachers work and dedication of our teachers in molding and shaping the future of our students. With this, the Department of Education (DepEd) can organize various activities that can celebrate Teachers' Day. The main activity to be conducted is the Theme Showcase presentation for teachers.

III. METHODOLOGY

Details of the Activity:

Theme Showcase Presentation

(Choir, Singers) will involve teachers who have musical talents and a passion for singing. It will coincide with the Theme showcase presentation. The criteria for judging will be based on the following: harmony, vocal quality, musical arrangement, stage presence, and overall performance.

(Dance) will showcase the cultural diversity of the teaching community. This activity aims to show the different traditional dances from various regions in the country. It will also coincide with the Theme showcase presentation.

Each performing group will be given a maximum performance time of fifteen minutes. The criteria for judging will be based on the following: choreography, costume, music, synchronization, and overall performance.

Prizes will be given to the winners as a whole theme showcase presentation, as well as special awards for the best costume, best choreography, and best theme.

Conclusion:

In conclusion, With the theme showcase presentation contest for teachers, we can show our appreciation and gratitude towards our hardworking educators. These activities will promote camaraderie and cultural diversity within the education sector. It is essential for the DepEd to organize these activities to acknowledge our teachers' hard work and dedication, and a way to give back to them.

VIII. PARTICIPANTS:

EXECOM Members, Education Program Supervisors, Public School District Supervisors, School Heads, Head Teachers, Teachers, Local Government Officials and other guests.

Total Participants – 3600 participants

III. BUDGETARY REQUIREMENT

The budgetary requirement for the Supply and Delivery of Bottled Water to be served during the 2023 World Teachers' Day Celebration of the City Schools Division of San Fernando, Pampanga is **SEVENTY-TWO THOUSAND PESOS (P72,000.00)only.**

IV. TERMS AND CONDITIONS

During the procurement process and delivery/ implementation of the contract, the end-user and the supplier/ contractor shall deliver on site:

a. Specifications/ Schedule of Requirements:

Unit	Item Description / Specification	Quantity	Unit Cost	Total Cost
Bottles	330ml. Bottled Water	3600	20.00	P72000.00
Bottles	to be delivered at Christ in You on September 29, 2023 at 10:00 in the morning	800		
Bottles	to be delivered at Bren Z Guiao Convention Center on Oct, 4, 2023 at 11:00 AM	2800		

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/ 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

c. 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. On-Site Delivery.

d. Inspection and Acceptance

1. The CGSO- PSMD shall inspect the delivery on site.
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.

V. 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. USAWAL
Education Program Supervisor

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.