



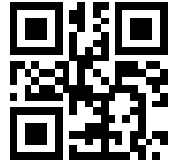
Republic of the Philippines  
Province of Pampanga

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 I.D. Cards and Laces to be used for the 2024 Central Luzon Regional Athletics Association Meet 2024**  
Location of the Project : **Department of Education - City of San Fernando, Pampanga**

\_\_\_\_\_  
Company Name  
Date : **Feb 29, 2024**  
PR No. : **2024-02-00374**  
\_\_\_\_\_  
Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Thursday, March 7, 2024 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by: \_\_\_\_\_ Approved by: \_\_\_\_\_  
  
Monalyn M. Aquino  
Administrative Aide VI (Buyer II)  
  
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	534	pc(s)	ID Cards 5"x 4.5" with Color Red Lanyard			
<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 ID Cards and Laces/Lanyards to be used by the delegates of the City Schools Division of City of San Fernando, Pampanga during the 2024 Central Luzon Regional Athletic Meet**

#### **I. BACKGROUND / RATIONALE**

In relation to the Youth Development Program of the City of San Fernando (P) local government and Republic Act 10588, known as the Palarong Pambansa Act of 2013, It is the policy of the State to promote physical education and encourage sports programs, league competitions and amateur sports, including training for international competitions, to foster self-discipline, teamwork and excellence for the development of a healthy and alert citizenry through the institutionalization of the Palarong Pambansa as the country's premier national sporting event.

Anchored on CSFP Strategic Direction No. 1, which is directed towards "Provision of equitable access to inclusive and quality basic education through strong partnership" and the advocacy of DepEd, School Sports Program, the SDO of San Fernando, through its School Governance and Operations Division, request your assistance in the SDO delegates participation to this regional athletic meet, as part of the holistic development of learners and support to the city government advocacy "FERNANDINO KA, KAYABE KA" which thrusts to develop our Fernandino Youth to excel in the sports among other contemporaries.

#### **II. OBJECTIVES.**

- a. Provide an avenue for the Fernandino youth to enhance their sports competence and demonstrate an understanding of the importance of sports by expressing it through different sports disciplines, activities, and approaches.
- b. Sustain the advocacies on social consciousness and physical health awareness; and
- c. Promote responsible, fair and ethical use of sports skills.

#### **III. METHODOLOGY**

- a. The Top 1 winner from the individual contests and the first-place winners from the 8 group contests that have undergone intensive training will move on to the 2024 Central Luzon Regional Athletic Association Meet (CLRAA) in the Province of Tarlac.
- b. As support to our sports delegation, 534 persons are to be given meals during the duration of the Regional Meet, healthy breakfast, a.m. snacks, lunch, p.m. snacks and dinner to be served by a contracted caterer. Likewise, as representatives of the city, uniforms will make them proud and will boost their morale to go for the win.
- c. Safety and Health are also considered when participating in all DepEd Sports Competitions, provision of medicines and medical equipment are to be given priority.

- d. To be transported by 50 public utility vehicles (25 shuttles will stay) these PUJs are to be also utilized during the Regional Meet proper as shuttle vehicles for seven days transporting our athletes/coaches to the playing venues and back to our billeting quarter, the 534 delegates comprising of pupil/student-athletes, teacher-coaches/assistant coaches, chaperones, trainers, officiating officials, and members of the Delegation officials to Jose V. Yap National High School on the morning of April 27, 2024. Activities starting on February April 28 to May 3, 2024, with the closing program as the last activity, after which, they will be brought back to the Division Office at San Isidro, City of San Fernando (P).
- e. Two (2) ELF open-bed trucks will have to be hired to bring the 534 pcs. Beddings and equipment on April 26, 2024, from SDO San Fernando Storage Room to the billeting school (Jose V. Yap National High School, Capas, Tarlac) and back to the Schools Division Office on the eighth day (May 3, 2024).
- f. As a member of the Central Luzon Regional Athletic Association, we are required to give support and financial assistance to the host School Division Office in the amount of Twenty Thousand Pesos (20,000.00).
- g. 534 pcs. of I.D. cards will be printed and I.D. laces will be given to serve as identity and safety measures for our delegation.
- h. Lastly, investment of another 500 pcs. of 3-fold beddings will change the foams that were used in the COVID-19 facility last 2020.

#### IV. BUDGETARY REQUIREMENT

The budgetary requirement for the Supply and Delivery of ID Card and Laces/Lanyard for the City Schools Division of San Fernando (P) Delegates, to be used during the 2024 Central Luzon Regional Athletics Association Meet is FIFTY THREE THOUSAND and FOUR HUNDRED PESOS . (P53,400.00).

#### V. TERMS AND CONDITIONS

During the procurement process and delivery/ implementation of the contract, the end-user and the supplier/ contractor, the supplier shall deliver all the items one week before the activity, on or before April 22, 2024:

- a. Specifications/ Schedule of Requirements:

Unit	Item Description / Specification	Quantity	Unit Cost	Total Cost
Pcs.	ID Cards ( 5"x4.5" ) and Laces/Lanyard (Red)	534	100.00	53,400.00
	<b>TOTAL</b>			<b>53,400.00</b>

**b. Procurement Process**

1. For the End- user, ensure the completion of the documents 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 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, clearly present 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. To be delivered to the CGSO –PSMD.

**d. Inspection and Acceptance**

1. The CGSO- PSMD shall receive the delivery to be issued to the DepED Division Supply Officer.
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 to notify 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.

**II. 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

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.*