



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 Vacuum Cleaner to be used for the Project CLEANS (Conductive 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 \_\_\_\_\_ Date : **Sep 11, 2024**  
PR No. : **2024-07-01421**  
Address \_\_\_\_\_

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Wednesday, September 18, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga.**

Canvassed by: \_\_\_\_\_ Approved by: \_\_\_\_\_  
  
Lorraine Kate M. Escoto 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	2	unit(s)	Heavy Duty Wet and Dry Vacuum Cleaner Industrial Wet and Dry Vacuum Cleaner 1200W (30L) Wet and Dry Cleaning Input Power: 1400W Voltage: 220-240V Frequency: 50/60Hz Copper Wire Motor Stainless Steel Tank Dust Capacity: 30L Air Flow: 1.9m3/min Vacuum Pressure: 16KPa 1.5m flexible hose 2 Pcs. Plastic tubes 1 Pc. Sponge Filtration 1 set 2 in 1 brush 1 Pc. flat Mouth 1 Pc. Columnar Cartridge total 2.3m cord Length HEPA Filter Packing: Color Box			
2	2	unit(s)	Heavy Duty Handheld Vacuum Cleaner Wireless Vacuum Hyper V50 Dual Mode: Deep Clean & Quick Clean Max Suction 980000PA Charging Time 2 to 3 Hours Using time: 65 Minutes and more Li-Ion Battery: 5800mAh Adapter: 220-240V-60/80HZ Dust Capacity: 800ML Sounds Level: 80dB Max ULTRASONIC AIRFOIL Power Control Touch Panel			
<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 Vacuum Cleaners to be used for the Project CLEANS (Conducive Learning Environment and Neat Spaces) of the City Schools Division of San Fernando, Pampanga

### I. BACKGROUND / 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.

### IV. BUDGETARY REQUIREMENT :

The budgetary requirement for the Supply and Delivery of Supplies/Materials to be used for the Project CLEANS (Conducive Learning Environment and Neat Spaces) of the City Schools Division of San Fernando Pampanga is Sixty-One Thousand Pesos (P61,000.00) only.

### 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 at least 2 weeks after the receipt of Purchase Order.

a. Specifications/ Schedule of Requirements:

Unit	Item Description / Specification	Quantity	Unit Cost	Total Cost
Pcs.	Heavy Duty Wet and Dry Vacuum Cleaner Industrial Wet and Dry Vacuum Cleaner 1200W (30L) Wet and Dry Cleaning Input Power: 1400W Voltage: 220-240V Frequency: 50/60Hz Copper Wire Motor Stainless Steel Tank Dust Capacity: 30L Air Flow: 1.9m3/min Vacuum Pressure: 16KPa 1.5m flexible hose 2 Pcs. Plastic tubes 1 Pc. Sponge Filtration 1 set 2 in 1 brush 1 Pc. flat Mouth 1 Pc. Columnar Cartridge total 2.3m cord Length HEPA Filter Packing: Color Box	2	22500.00	45,000.00
Pcs.	Heavy Duty Handheld Vacuum Cleaner Wireless Vacuum Hyper V50 Dual Mode: Deep Clean & Quick Clean Max Suction 980000PA Charging Time 2 to 3 Hours Using time: 65 Minutes and more Li-Ion Battery: 5800mAh Adapter: 220-240V-60/80HZ Dust Capacity: 800ML Sounds Level: 80dB Max ULTRASONIC AIRFOIL Power Control Touch Panel	2	8000.00	16,000.00
	TOTAL			<b>P61,000.00</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.*

#Supply and Delivery of Vacuum Cleaner to be used for the Project CLEANS (Conducive Learning Environment and Neat Spaces) of the City Schools Division of San Fernando, Pampanga

(P61,000.00)