



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 Conference Kits and Sanitation Materials to be used for the EDUCATION SUMMIT PROGRAM 2024 "Validating EDCOM II Findings: Towards an Inclusive and Responsive Education System" in the City of San Fernando, Pampanga**

Location of the Project : **City Mayor's Office**

Company Name Date : **Aug 6, 2024**

Address PR No. : **2024-08-01482**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, August 12, 2024 10:00 AM** at **CGSO Bldg., City Civic Center, Alasas, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Rachelle M. Pangilinan

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	350	pc(s)	notebook 6" * 9" (40leaves)			
2	380	pc(s)	pen black			
3	350	pc(s)	Summit ID with lanyard landscape CR100 (2.63" * 3.88")			
4	350	pc(s)	Plastic Case Envelope (Long) 15.5" * 11" * 1.80"			
5	350	pack(s)	Disposable surgical mask (3pcs in a pack)			
6	15	btl(s)	Spray Ethyl Alcohol 70% 350ml			
7	20	pc(s)	Pulls Tissue			
8	4	btl(s)	Hand Soap 500ml (2in1)			
9	4	pack(s)	Tissue Roll 3ply (48rolls)			
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

Project Title : Supply and Delivery of Conference Kits and Sanitation Materials for the EDUCATION SUMMIT PROGRAM 2024 “Validating EDCOM II Findings: Towards an Inclusive and Responsive Education System in City of San Fernando, Pampanga”

Project Location: City of San Fernando, Pampanga

RATIONALE

The educational landscape in our city, like many others in the Philippines, faces several challenges that require urgent attention and collaborative efforts to address. Conducting an education summit provides a platform to bring together various stakeholders, including educators, students, parents, industry leaders, and policymakers, to discuss and develop strategies for improving the quality and accessibility of education.

In fact, our City Mayor Vilma Balle-Caluag has always been a staunch advocate for educational initiatives that benefit the youth and the community. In line with the principles of EDCOM 2, the mayor supports this education summit as it aligns with his vision of providing high-quality, accessible education to all students. She believes that by investing in education, we are investing in the future of our city. Her backing of the summit highlights the local government’s commitment to continuous improvement and innovation in education.

Conducting an education summit in our city is a strategic and essential step towards addressing the challenges in our educational system. The education summit aims to foster collaboration, develop targeted reforms, and enhance educational outcomes. By aligning with the objectives of EDCOM 2, this initiative underscores the commitment of our city’s leadership to the betterment of education and the empowerment of our students.

OBJECTIVES

- ✚ Validate EDCOM II Findings: Discuss and verify the EDCOM II findings within the local context of San Fernando.
- ✚ Enhance Education Policies: Formulate strategies to integrate EDCOM II recommendations into local education policies.
- ✚ Assess Current Programs: Evaluate the current status of ECCD, Basic, Higher, and Technical Education in San Fernando.
- ✚ Develop a Local Education Blueprint: Collaboratively create a comprehensive education blueprint for San Fernando.
- ✚ Stakeholder Engagement: Provide a venue where all stakeholders’ voices, sentiments, desires, and aspirations regarding the education of our youth – the hope of the city – can be expressed and considered by the City’s Local Chief Executive (LCE) and Sangguniang Panlungsod.

Budgetary Requirements:

The Approved Budget for the **Supply and Delivery of Conference Kits and Sanitation Materials for the EDUCATION SUMMIT PROGRAM 2024 “Validating EDCOM II Findings: Towards an Inclusive and Responsive Education System in City of San Fernando, Pampanga”** is included in the PPMP with Reference Number

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2024-2636 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **P56,310.00** amount in figure or **fifty six thousand three hundred ten pesos amount in words.**

Minimum Requirement for the Supplier

1. The Supplier must ensure the specifications and schedule of requirements indicated in the Purchase Order.

A. The Supplier must ensure the following details:

PARTICULARS	QUANTITY	UNIT COST	AMOUNT
Notebook 6" * 9" (40leaves)	350 pcs	40.00	14,000.00
Pen black	380 pcs	15.00	5,700.00
Summit ID with Lanyard landscape CR100 (2.63" * 3.88")	350 pcs	45.00	15,750.00
Plastic CaseEnvelope (Long) 15.5" * 11" * 1.80"	350 pcs	30.00	10,500.00
Disposable Surgical Mask (3pcs in a pack)	350 packs	15.00	5,250.00
Spray Ethyl Alcohol 70% 350ml	15 btls	98.00	1,470.00
Pulls Tissue	20 pcs	55.00	1,100.00
Hand Soap 500ml (2in1)	4 btls	210.00	840.00
Tissue Roll 3ply (48rolls)	4 packs	425.00	1,700.00
			TOTAL AMOUNT: P56,310.00

2. The concerned office thru the Designated Procurement Officer will inform the supplier for the whole details of the delivery at least 1 – 2 days before the event to provide the order as per approved Delivery Order Contract and Order List.
3. The supplier must be open for any changes and cancellation of orders for the unforeseen circumstances.
4. The supplier must be compliant with the IATF Health and Safety Protocols.
5. The Supplier must follow the procurement, delivery and inspection procedure set by the City Government of San Fernando, Pampanga for procured good and services.

Deliverables by the Supplier and City Government

The deliverables of the supplier shall be as follows:

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- a. Provide the quantity of the **supplies/materials** being required by the project/ program; and
 - b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.

The deliverables of the City Government shall be as follows:

- a. On- time payment of the supplier i.e., 15 days after delivery regardless if the delivery is per month or Ordering Agreement.
- b. End- user shall monitor the delivery and completeness of requirements and documents to avoid delays.
- c. The Procurement Officer shall assist in the monitoring, delivery and on- time payment of the supplier.
- 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:

C. Estolano

Charlotte Estolano
Procurement Officer

R. Hipolito

Noted by:

Reymundo M. Hipolito, Jr.
Executive Assistant IV

Conforme:

Signature Above Printed Name/ Date

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Note: This 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.