



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 Values Education through Spiritual Transformation (VEST-2024 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

Address

Date : **Sep 19, 2024**

PR No. : **2024-09-01738**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Thursday, September 26, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga.**

Canvassed by: **Paolo Cesar E. Areola**

Approved by: **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	2850	btl(s)	330ml. 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 Values Education through Spiritual Transformation (VEST- World Teachers' Day Celebration) of the City Schools Division of San Fernando, Pampanga

I. RATIONALE:

Rationale:

The "**Values Education through Spiritual Transformation (VEST)**" training is a unique initiative designed to blend the celebration of World Teachers' Day with a deep dive into values education. Recognizing that teachers are the cornerstone of moral and ethical development in students, this event aims to strengthen the spiritual foundation of educators while honoring their invaluable contributions.

In today's rapidly changing world, educators face unprecedented challenges in maintaining their moral compass and instilling values in their students. This training will serve as a platform for teachers to reconnect with their spiritual beliefs, reflect on their roles as moral guides, and rejuvenate their commitment to values-based education. By integrating spiritual transformation with the celebration of World Teachers' Day, we aim to honor teachers not only for their professional achievements but also for their role in shaping the character and values of future generations.

This dual approach ensures that while teachers are recognized and celebrated for their hard work, they also receive the necessary spiritual and moral support to continue their vital work with renewed vigor and inspiration.

II. Objectives:

Celebrate and honor the contributions of teachers through various activities that highlight their talents, achievements, and commitment to values-driven education.

Foster spiritual growth and moral development among educators, providing them with tools and strategies to integrate values education into their teaching practices.

Strengthen the commitment of educators to their roles as moral guides and mentors to their students.

III. Methodologies and Activities:

Keynote Sessions: Inspirational talks from spiritual leaders and values education experts on topics such as integrity, compassion, and service. These sessions will set the tone for the day's activities, emphasizing the importance of values in education.

Workshops: Interactive sessions that provide practical tools and strategies for integrating values education into the curriculum and daily classroom activities. Teachers will learn how to incorporate spiritual and moral lessons into their teaching, creating a more holistic educational experience for their students.

Theme Showcase Presentation: A vibrant celebration of the talents within the teaching community, where teachers showcase their musical and dance skills.

Performances will be evaluated based on various criteria, including harmony, choreography, and stage presence.

Mr. and Ms. SDO-CSFP: A pageant-like segment where teachers showcase their talents, poise, and commitment to the educational mission through various segments, including talent performances, formal wear, and a Q&A portion. Awards will be given for different categories, such as Best in Production Number and Best in Formal Wear.

Teacher Superhero in the Classroom Awards: This project recognizes teachers who have demonstrated innovative strategies, pedagogical skills, and commendable classroom management. Awards include:

Most Innovative Teacher, Best Classroom Manager, Outstanding Mentor, Technology Trailblazer, Community Builder, Inspiring Educator, Exceptional Student Support, Passionate Advocate, Excellence in Inclusive Education and Environmental Steward.

VIII. PARTICIPANTS:

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

Total Participants – 2850 participants

IV. BUDGETARY REQUIREMENT

The budgetary requirement for the Supply and Delivery of bottled Water to be served during the Values Education through Spiritual Transformation (VEST- World Teachers' Day Celebration) of the City Schools Division City of San Fernando, Pampanga is **Seven Seventy-One Thousand Two Hundred Fifty Pesos (P71,250.00) only.**

V. TERMS AND CONDITIONS :

a. Specifications/ Schedule of Requirements:

Unit	Item Description / Specification	Quantity	Unit Cost	Total Cost
Btls.	330ml. Bottled Water	2850	25.00	Php71,250.00

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”/No Job Order Policy and comply with the delivery period.
2. Coordination with the supplier/ contractor shall be the function of the CGSO- PMD as its mandate.

d. Inspection and Acceptance

1. The CGSO- PSMD representative must be present during the activity proper.
2. The supplier/contractor shall issue a Sales Invoice or billing statement.
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.

VI. DELIVERABLES BY THE SUPPLIER/ CONTRACTOR AND THE CITY GOVERNMENT

The deliverables of the supplier/ contractor shall be as follows:

- a. Ensure the availability and readiness of the bottled water before the activity date.
- b. Delivery shall be made on the day of the activity, 8 am of Oct. 4, 2024 at Bren Z. Guiao Convention Center.
- c. Distribution list will be given to the supplier and pack the bottled water per box/Big Plastic Bag according to the quantity per school, and label the box/plastic bag per school.

- b. Delivery shall be made on the day of the activity, 8 am of Oct. 4, 2024 at Bren Z. Guiao Convention Center.
- c. Distribution list will be given to the supplier and pack the meals per box according to the quantity per school, and also label the box per school.
- d. Provide additional paper bags for distribution to guests.
- e. Provide garbage bags for waste materials after the event.
- f. Provision of Assistant personnel to help us in the distribution.
- g. Issue Sales Invoice or Billing Statement.

The deliverables of the Schools Division Office shall be as follows:

- a. On- time payment of the supplier/ contractor i.e., 30 days after the delivery.
- b. End- user shall monitor the payment.
- 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:


LAWRENCE G. AGAPITO
SGOD- Chief

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.