



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 Trophies (Elimination Round) to be used during the CSFP Inter Barangay Volleyball Tournament 2024 in the City of San Fernando, Pampanga**  
Location of the Project : **City Mayor's Office**

\_\_\_\_\_  
Company Name  
Date : **Oct 3, 2024**  
PR No. : **2024-09-01841**  
\_\_\_\_\_  
Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, October 8, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, 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	24	pc(s)	Gold Metal Trophy (12 inches )			
<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

Project Title : Supply and Delivery of Trophies (Elimination Round) to be used during the CSFP Inter Barangay Volleyball Tournament 2024 in the City of San Fernando, Pampanga  
Project Location: City of San Fernando, Pampanga

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### **Background:**

Sports in the Philippines has truly played a huge impact in the Filipino culture. Pursuant to Section 17 of the 1987 Constitution, the State shall give priority to education, science and technology, arts, culture and sports to foster patriotism and nationalism, accelerate social progress and promote total human liberation and development and assent to the Republic Act No. 8044 otherwise known as " Youth in Nation-Building Act" support the principle of promoting and protecting the physical, moral spiritual, intellectual, and social wellbeing of the youth to the end that the youth realize their potential for improving the quality of life and also recognizes its responsibility to enable the youth to fulfill their vital role in nation-building and hereby establishes the National Comprehensive and Coordinated Program on Youth Development, creates the structure to complement the same and appropriate funds to provide support for the program and implementing structures on a continuing sustained basis.

In the effort of the City to be compliant with this provision, it wishes to engage the Fernandino to sporting activities particularly on Volleyball tournament as they are considered to be one of the most popular sports in the country. Thus we are conducting the yearly CSFP Inter – Barangay Volleyball Men and Women Tournament where we encourage all barangay within the City with our endeavor of promoting human development and social progress through sports.

### **Objectives**

- To promote a healthy lifestyle among Fernandinos by engaging them to sports activities and prevent them to engage in vices.
- To develop their skills and competence in different sports and physical fitness activities towards a more competitive sports enthusiast.
- To promote a camaraderie and sportsmanship among players and team from different barangays in City of San Fernando, Pampanga

### **Budgetary Requirements:**

The Approved **Budget** Supply and Delivery of Trophies (Elimination Round) to be used by the Players (Men and Women) during the Inter-Barangay Volleyball Tournament 2024 in the City of San Fernando, Pampanga is included in the PPMP with Reference Number 2024-1503 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of P60,000.00 amount in figure of Sixty Thousand 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.

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A. The Supplier must ensure the following details:

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	Pc(s)	Gold Metal Trophy (12 inches)	24	2,500.00	60,000.00
<b>SUBTOTAL: 60,000.00</b>					

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:

- a. Provide the quantity of the Trophies 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.

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Prepared by:

  
**Maribeth B. Dizon**  
Designated Procurement Officer

Noted by:

Conforme:

  
**Levi P. Panlilio**  
HEAD-CAD

\_\_\_\_\_  
Signature Above Printed Name/ Date

*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.*