



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 ID Holders and Customized Lanyards to be used during the Sports Intensive Training 2025 of the City Schools Division of San Fernando, Pampanga**

Location of the Project : **Department of Education - City of San Fernando, Pampanga**


	Date :	<b>Mar 11, 2025</b>
	PR No. :	<b>2025-03-00550</b>
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, March 18, 2025 10:00 AM** at **CGSO Building, 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	500	set(s)	Standard-Sized ID Holder and Customized Lanyards  ID Holder - 4x6 inches ID Lanyard - 1x36 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

### **Supply and Delivery of ID Holders and Customized Lanyards to be used during the Sports Intensive Training 2025 of the City Schools Division of San Fernando, Pampanga**

#### **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.

#### **I. METHODOLOGY:**

To develop the talents and skills of our pupil/student-athletes, they should have events in schools, the school, cluster, and division meets where they may demonstrate, and apply the values and lessons they've learned from their physical education teachers in every sports discipline; the participants' capabilities are to be tested through actual games. The conduct of the 20-day intensive training is a skills developmental phase for our selected Fernandino pupil/student-athlete representatives in the higher meets.

a. The top 1 winners from the individual sports events and the top 1 team winners from the group events of the City Schools Division Athletic Association Meet will undergo a 20-day intensive training and will be the representative of the city to the 2025 Central Luzon Regional Athletic Meet in the Province of Tarlac.

b. 422 athletes, coaches, assistant coaches will be provided AM snacks and lunch for twenty (20) training days of which on the last 9-training days an additional provision of PM snacks will be added. Also, transportation allowance of P 50.00 per day will be given to the participants for the whole duration of the training..

c. The 20-day Intensive training will be implemented in different playing venues identified for safe and standard training. The Badminton, Swimming, and Taekwondo events will be given subsidies for them to pay for the rent of their training venues.

## II. BUDGETARY REQUIREMENT

The budgetary requirement for the Supply and Delivery of ID Holders and Customized Lanyards to be used during the 2025 Sports Intensive Training of the City Schools Division of City of San Fernando Pampanga is **SEVENTY FIVE THOUSAND PESOS ONLY. (P75, 000.00).**

## III. OBJECTIVES

Conduct a 20-day division-level Intensive training for all current sports disciplines to develop the skills of the city representatives at the Regional Level.

- 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.

## TERMS AND CONDITIONS

During the procurement process and delivery/ implementation of the contract, the end-user and the supplier/ contractor shall:

- a. Specifications/ Schedule of Requirements:

Unit	Item Description / Specification	Quantity	Unit Cost	Total Cost
pc(s)	Standard-Sized ID Holder and Customized Lanyards ID Holder - 4x6 inches ID Lanyard - 1x36 inches	500.00	150.00	75,000.00

### 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” 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 Sales Invoice.
3. The CGSO- PSMD shall prepare the corresponding Inspection and Acceptance Report/s.

Such documents will be used in notifying 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.

**IV. 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

Noted by:

**FELINO M. SAWAL**  
Education Program Supervisor – Sports

Approved by:

**SHIRLEY BALAJADIA ZIPAGAN PhD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

CONFORME:
_____ Signature Over Printed Name
_____ Date