



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 Jackets with Hood to be used during the 2025 CSDAAM (City Schools Division Athletics Association MEET) 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 : **Nov 18, 2025**

PR No. : **2025-11-01951**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, November 25, 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	100	pc(s)	Jacket with Hood Cotton with DepED Design			
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

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I. BACKGROUND / RATIONALE

Based in the K to 12 Curriculum, Sports is one of the tracts that a young Filipino would choose for his future. The Department of Education together with the City Government of San Fernando, Pampanga aspires to capitalize on the said resources towards a people-centered and development-oriented society where public servants have access to basic sports disciplines. Sports and Physical Fitness plays now an important role in molding a holistic being and the proper motivation that would produce quality athletes for the division and the City of San Fernando.

II. OBJECTIVE:

Conduct a division-level tournament for 11 sports disciplines to determine and identify the city representatives for the Regional Level. Develop sports skills, discipline, sportsmanship, and camaraderie.

III. METHODOLOGY:

To measure the sports talents and skills learned by our pupil/student-athletes, tournaments in schools, and cluster meets are conducted 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 City Meet is an opportunity and the right venue to select our Fernandino pupil/student-athlete representatives in the higher meets; There will be 6 elementary and 6 secondary clusters that will compete in the said activity.

IV. BUDGETARY REQUIREMENT

The budgetary requirement for the Supply and Delivery of Sporting Goods to be used during the 2025 CSDAAM (City Schools Division Athletic Association Meet) of the City Schools Division of City of San Fernando Pampanga is ONE HUNDRED THOUSAND PESOS only. (P100,000.00).

V. 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:

Quantity	Item Description/ Specification	Delivery Schedule	Location
		7 days before the activity . (Date - Dec. 4, 2025)	CGSO-PMSD Storage, CSFP
100 Pcs..	Jacket with Hood with DepED Design 2025, with DOST Certification: 93 polyester and 7% cotton, thread count 2.5cm measuring distance, wales- approx. 35 or higher, course-approx. 39 or higher		

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.
7. Prospective Bidder must provide a certificate from the Philippine Textile Research Institute.

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. Delivery to CGSO-PSMD.

d. Inspection and Acceptance

1. Delivery to CGSO-PSMD.
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.

VI. 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.

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Prepared by:


EUFROCINA LELANIE A. FERNANDEZ
Administrative Officer IV – Supply

Noted by:


FELINO SAWAL
Education Program Supervisor


LAWRENCE G. AGAPITO, PhD
SGOD- Chief

Approved by:


SHIRLEY BALAJADIA ZIPAGAN, PhD, CESO VI
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.