



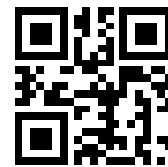
Republic of the Philippines
Province of Pampanga

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 Sporting Goods to be used during the Sports Intensive Training 2026 of the City Schools Division of San Fernando, Pampanga**
Location of the Project : **Department of Education - City of San Fernando, Pampanga**

Company Name _____ Date : **Mar 17, 2026**
PR No. : **2026-03-00477**
Address _____

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, March 23, 2026 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Joan G. Martin


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	40	pc(s)	Arnis Padded Sticks (20 red 20 blue)			
2	18	pair(s)	Athletics Spiked Shoes			
3	2	pc(s)	Athletics Starting Blocks (aluminum Alloy)			
4	20	tube(s)	Badminton Shuttle cocks			
5	10	pc(s)	Basketball Balls (6 pcs. GG7 4 pcs, GG6)			
6	17	pc(s)	Baseball balls			
7	5	pc(s)	Sipa/Sepak Takraw Nets			
8	10	pc(s)	Sipa/Sepak Takraw Balls			
9	34	box(s)	Table Tennis Balls 2 Pcs. per box			
10	90	pair(s)	Volleyball Knee Pads			
11	8	pc(s)	Volleyball Balls V200W			
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 Sporting Goods to be used during the Sports Intensive Training 2026 of the City Schools Division of San Fernando, Pampanga

I. 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.

II. OBJECTIVES:

Conduct a 40-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.

III. PROJECT INDICATORS

C1. Specific Target/Goals

- Improvement in medal tally or overall ranking compared to the previous CLRAA Meet.
- 100% of athletes receive regular health monitoring (hydration, injury check, recovery protocols)
- Zero major preventable injuries recorded during the CLRAA Meet

C2. Project Impact

- Develop youth, and make them proud as Fernandinos.

IV.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

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 40-day intensive training, will be the representative of the city to the 2026 Central Luzon Regional Athletic Meet in the Provinces of Aurora and Tarlac.

b. 340 athletes, coaches, asst. coaches, trainers, chaperons and 200 Officiating and delegation officials will be provided meal allowance (breakfast, morning snack, lunch, afternoon snack, and dinner) amounting to Seven Hundred Fifty Pesos (P750.00) and free transportation for seven (7) days.

c. Uniforms for the parade, shoes, bags, playing jerseys and allowances are provided to all athletes for all sports events.

EXPECTED OUTPUT/OUTCOME:

The conduct of the 40-day intensive training is a skills developmental phase of our selected Fernandino pupil/student athlete representatives in the higher meets.

IV. BUDGETARY REQUIREMENT

The budgetary requirement for the Supply and Delivery of Sporting Goods during the Sports Intensive Training 2026 of the City Schools Division of San Fernando, Pampanga is FOUR HUNDRED FIFTY THREE THOUSAND NINE HUNDRED PESOS ONLY (P 453,900.00).

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:

Qty.	Item Description / Specification	DELIVERY SCHEDULE	LOCATION
40 Pairs	Arnis Padded Sticks (20 red 20 blue)	5 days before the activity /5 days after receipt of PO	CGSO-PSMD
18 pairs	Athletics Spiked Shoes		
2 Pcs.	Athletics Starting Blocks (aluminum Alloy)		
20 tubes	Badminton Shuttle cocks		
10 pcs.	Basketball Balls (6 pcs. GG7 4 pcs, GG6)		
17	Baseball balls		

5 Pcs.	Sipa/Sepak Takraw Nets	5 days before the activity /5 days after receipt of PO	CGSO- PSMD
10 Pcs.	Sipa/Sepak Takraw Balls		
34 boxes	Table Tennis Balls 2 Pcs. per box		
90 Pairs	Volleyball Knee Pads		
8 Pcs.	Volleyball Balls V200		

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.

a. 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.

b. 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.

C. 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.

TERMS OF REFERENCE

Supply and Delivery of Sporting Goods to be used during the Sports Intensive Training 2026 of the City Schools Division of San Fernando, Pampanga

Prepared by:

EUFROCINA LELANIE A. FERNANDEZ
Administrative Officer IV - Supply

Noted by:

LAWRENCE G. AGAPITO, PhD

SGOD-Chief

Approved by:

SHIRLEY BALAJADIA ZIPAGAN PhD, 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.