



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 Meals to be served for the KayaBiz Program for 2nd Quarter of 2023 in the City of San Fernando, Pampanga subject to Ordering Agreement**

Location of the Project : **City Tourism and Investment Promotions Office - Investment And Promotion Division**

Company Name

Date : **Apr 13, 2023**PR No. : **2023-03-00876**

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, April 18, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Jolina B. Vital

  
 Atty. Jose Ender Y. Teodoro  
 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
<b>Lunch (Batch 2-Day 1)</b>						
1	60	pax	Set MF4-AB3 -Chicken Teriyaki -3 pcs Spring rolls/Lumpiang Shanghai -Banana/patrics -1 cup rice -330ml mineral water			
<b>PM Snacks (Batch 2-Day 1)</b>						
2	60	pax	Set MA11-AB2 -Cheesy Spaghetti with garlic bread -250ml minute maid			
<b>Lunch (Batch 2-Day 2)</b>						
3	60	pax	Set MF5-AB3 -Pork caldereta -1 stick Pork BBq -Banana/pastries			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			-1 cup rice -330ml mineral water			
<b>PM Snacks (Batch 2-Day 2)</b>						
4	60	pax	Set MA1-AB2 -Jumbo Hotdog Sandwich -250ml minute maid			
<b>Lunch (Batch 2-Day 3)</b>						
5	60	pax	Set MF10-AB3 -Fried Chicken -Banana/pastries -1/3 cup Creamy/buttered vegetables -1 cup rice -330ml mineral water			
<b>PM Snacks (Batch 2-Day 3)</b>						
6	60	pax	Set MA12-AB2 -Special Baked Mac with garlic bread -250ml minute maid			
<b>Lunch (Batch 3-Day 1)</b>						
7	60	pax	Set MF9-AB3 -Pork Asado -Banana/pastries -1/3 cup Creamy/buttered vegetables -1 cup rice -330ml mineral water			
<b>PM Snacks (Batch 3-Day 1)</b>						
8	60	pax	Set MA12-AB2 -Special Baked Mac with garlic bread -250ml minute maid			
<b>Lunch (Batch 3-Day 2)</b>						



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
9	60	pax	Set MF12-AB3 -Breaded Pork Chop -Chicken Caldereta -Banana/pastries -1 cup rice -330ml mineral water			
<b>PM Snacks (Batch 3-Day 2)</b>						
10	60	pax	Set MA8-AB2 -Special Cheese Burger Sandwich with fries -250ml minute maid			
<b>Lunch (Batch 3-Day 3)</b>						
11	60	pax	Set MF10-AB3 -Fried Chicken -Banana/pastries -1/3 cup Creamy/buttered vegetables -1 cup rice -330ml mineral water			
<b>PM Snacks (Batch 3-Day 3)</b>						
12	60	pax	Set MA9-AB2 -Pancit Guisado with 1 puto pao -250ml minute maid			
<b>Total Amount:</b>						

After having carefully read and accepted your General Conditions, I quote you on the item at prices noted above.

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 Printed Name/ Signature

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 Tel No./ Cellphone No.

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 Date

## TERMS OF REFERENCE

### SUPPLY AND DELIVERY OF MEALS TO BE SERVED FOR THE KAYABIZ PROGRAM FOR 2<sup>ND</sup> QUARTER OF 2023 IN THE CITY OF SAN FERNANDO, PAMPANGA SUBJECT TO ORDERING AGREEMENT

#### I. BACKGROUND

Micro, small and medium enterprises (MSMEs) are considered the backbone of many economies in the world including the Philippines. In the Philippines, MSMEs consist of 99.54% of the total establishments and generate more than 60% of the total employment in the country. The MSME Development aims to protect this sector by providing them direction for growth and advancement, and making businesses sustainable, resilient, and globally competitive through strategies that simplify and streamline business transactions, provide access to technologies, and promote mentorship and expansion programs. MSMEs generated 5.7 million jobs or 63.2% of the total employment in 2018.

Part of the MSME development program is the Business Advocacy aims to teach the constituents the proper way of putting a Business. This will help the possible or future entrepreneurs to plan and operate their own business. In other hand, Access to Finance is also one of the strategies that will help the new and existing entrepreneurs in developing their business by providing them financial opportunity that are available through the help of some financial institutions and government agencies.

The Go-Negosyo Entrepreneurship Seminar is a part of the Business Roving Academy Program compose of series of seminar deals with the entrepreneurial development that will help the Fernandinos to learn different aspects in business development. It intends to be a continuous breeding ground for start-ups and a support program for existing Micro, Small and Medium Enterprises.

Livelihood Seeding Program - Negosyo Serbisyo sa Barangay (LSP-NSB) aims to provide support to affected micro-entrepreneurs, with the same intention of creating jobs and generating wealth at the barangay level. It also intends to maximize the potential of barangays within the city to become economically independent and make them more effective partners in the attainment of Local/National goals. This project is also in accordance to the functions devolved by DTI to the LGU.

In line with this, the City Government of San Fernando, Pampanga under the administration of City Mayor Vilma B. Caluag, has identified livelihood as one of her priority areas. Various plans, programs and activities have been identified and are ready for implementation to provide assistance to existing and would be Micro-Entrepreneurs. The CTIPO- Investment Promotion Office will implement Fernandino KAYABiz Program stand for Fernandino Kaya Magbusiness or Fernandino oKAY na MagBusiness. This is a collaboration of some programs of the office including Seminars, Training and access to finance that will help probable Fernandino entrepreneur to do business in the city. The office also providing and trade fairs will likewise be conducted to boost their capability and capacity. This is part of the vision of the City Government of San Fernando to make government inclusive to the Fernandinos dubbed as "Fernandino Ka, Kayabe Ka."

#### II. BUDGETARY REQUIREMENT

The Budgetary Requirement for Supply and Delivery of meals to be served for the KayaBiz Program for 2<sup>nd</sup> Quarter of 2023 in the City of San Fernando, Pampanga subject to Ordering Agreement is included in the PPMP with **Ref. No. 2023-2010** and already included in the Annual Procurement Plan (APP) of

the City Government, which is in the amount of **ONE HUNDRED TWENTY EIGHT THOUSAND ONE HUNDRED SIXTY PESOS (P 128,160.00)**

### III. OBJECTIVES

The objectives of Supply and Delivery of meals to be served for the KayaBiz Program 2<sup>nd</sup> Quarter of 2023 in the City of San Fernando, Pampanga subject to Ordering Agreement are as follows:

1. To bring the government services closer to the Fernandino by cascading into barangay level.
2. To create more Fernandino Entrepreneurs.
3. To make a more active local economic activity.
4. To have a more sustainable livelihood program.
5. To inculcate to Fernandino the sense of pride of place by providing an exceptional service of the government.
6. To contribute into the local GDP in San Fernando.
7. In the future, to create a vibrant local economy
8. To ensure that meals are served during the KayaBiz Program considering that it is a policy of the City Government that provision of meals is allowed if the duration of the seminar is more than four (4) hours; and
9. To ensure the continuous efficiency and active participation of the participants.

### IV. 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.	Unit	Item Description/ Specifications	Delivery Date	Location
		<b>BATCH 2-DAY 1</b>		
60	Pax	Meals (LUNCH) Set MF4-AB3 -Chicken Teriyaki -3 pcs Spring rolls/Lumpiang Shanghai -Banana/patrics -1 cup rice -330ml mineral water	May 2023	Investment Promotion Office, Heroes Hall, Brgy. San Juan, City of San Fernando, Pampanga
60	Pax	Meals (P.M. SNACKS) Set MA11-AB2	May 2023	Investment Promotion Office, Heroes Hall, Brgy.

		-Cheesy Spaghetti with garlic bread -250ml minute maid		San Juan, City of San Fernando, Pampanga
<b>BATCH 2-DAY 2</b>				
60	Pax	Meals (LUNCH) Set MF5-AB3 -Pork caldereta -1 stick Pork BBQ - Banana/pastries -1 cup rice -330ml mineral water	May 2023	Investment Promotion Office, Heroes Hall, Brgy. San Juan, City of San Fernando, Pampanga
60	Pax	Meals (P.M. SNACKS) Set MA1-AB2 -Jumbo Hotdog Sandwich -250ml minute maid	May 2023	Investment Promotion Office, Heroes Hall, Brgy. San Juan, City of San Fernando, Pampanga
<b>BATCH 2-DAY 3</b>				
60	Pax	Meals (LUNCH) Set MF10-AB3 -Fried Chicken -Banana/pastries -1/3 cup Creamy/buttered vegetables -1 cup rice -330ml mineral water	May 2023	Investment Promotion Office, Heroes Hall, Brgy. San Juan, City of San Fernando, Pampanga
60	Pax	Meals (P.M. SNACKS) Set MA12-AB2 -Special Baked Mac with garlic bread -250ml minute maid	May 2023	Investment Promotion Office, Heroes Hall, Brgy. San Juan, City of San Fernando, Pampanga
<b>BATCH 3-DAY 1</b>				
60	Pax	Meals (LUNCH) Set MF9-AB3 -Pork Asado -Banana/pastries -1/3 cup Creamy/buttered vegetables -1 cup rice -330ml mineral water	June 2023	Investment Promotion Office, Heroes Hall, Brgy. San Juan, City of San Fernando, Pampanga
60	Pax	Meals (P.M. SNACKS) Set MA12-AB2 -Special Baked Mac with garlic bread -250ml minute maid	June 2023	Investment Promotion Office, Heroes Hall, Brgy. San Juan, City of San Fernando, Pampanga

<b>BATCH 3-DAY 2</b>				
60	Pax	Meals (LUNCH) Set MF12-AB3 -Breaded Pork Chop -Chicken Caldereta -Banana/pastries -1 cup rice -330ml mineral water	June 2023	Investment Promotion Office, Heroes Hall, Brgy. San Juan, City of San Fernando, Pampanga
60	Pax	Meals (P.M. SNACKS) Set MA8-AB2 -Special Cheese Burger Sandwich with fries -250ml minute maid	June 2023	Investment Promotion Office, Heroes Hall, Brgy. San Juan, City of San Fernando, Pampanga
<b>BATCH 3-DAY 3</b>				
60	Pax	Meals (LUNCH) Set MF10-AB3 -Fried Chicken -Banana/pastries -1/3 cup Creamy/buttered vegetables -1 cup rice -330ml mineral water	June 2023	Investment Promotion Office, Heroes Hall, Brgy. San Juan, City of San Fernando, Pampanga
60	Pax	Meals (P.M. SNACKS) Set MA9-AB2 -Pancit Guisado with 1 puto pao -250ml minute maid	June 2023	Investment Promotion Office, Heroes Hall, Brgy. San Juan, City of San Fernando, Pampanga

**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 delivery 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 that there are readily- available supplies upon submission of Request for Quotation (RFQ)/ Bid since delivery is anticipated upon issuance of PO/ Contract.
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)/ Contracts, No Delivery” Policy and comply with the delivery period.
2. The Delivery Period shall be on May-June 2023.
3. During the delivery, strictly follow the provisions enumerated in the Terms and Condition of the PO/ Contract including the Delivery Schedule, Penalty, among others.
4. In case there is a change in the Delivery Schedule and specifications, the End- user through the Procurement Officer shall coordinate with the CGSO- Procurement Management Division (PMD) for the latter to advise the supplier/ contractor regarding the concern.
5. Coordination with the supplier/ contractor shall be the function of the CGSO- PMD as its mandate.
6. For onsite delivery, ensure the coordination with the Inspector from the CGSO- Property and Supply Management Division (PSMD) for the inspection of the delivery in terms of quantity and quality of meals and to immediately notify the supplier/ contractor in case of any concerns before the acceptance.

d. Inspection and Acceptance

1. The End- user shall accept the delivery with the (1) delivery receipts, and submit immediately to the Inspector or CGSO- PSMD together with the (2) attendance sheet/s as part of the utilization where the quantity of the delivery is the same as the number of attendees and photo documentation of the delivery.

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.

## V. DELIVERABLES BY THE SUPPLIER/ CONTRACTOR AND THE CITY GOVERNMENT

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

- a. Provide the quantity of meals 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/ contractor i.e., 15 days after delivery regardless if the delivery is per month or Ordering Agreement.
- b. End- user shall monitor the delivery of requirements.
- 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.

Prepared by:

  
**Myla Karisse Y. Pingul**  
*Project Dev't. Officer I*

Approved by:

  
**Richje D. Bondoc**  
*OIC, CTIPO-Investment Promotion Division*

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.