



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 Nutrition Program Management Training for 2023 in the City of San Fernando, Pampanga**

Location of the Project : **City Health Office**

Company Name

Date : **Apr 13, 2023**PR No. : **2023-04-00908**

Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Thursday, April 20, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Lorraine Kate M. Escoto

  
 Atty. Jose Elmer 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>Batch 1: Day 1 AM Snacks</b>						
1	50	pax	MA16-AB1 1 cup Pancit Palabok with Puto Pao 230ml C2 Solo			
<b>Batch 1: Day 1 Lunch</b>						
2	50	pax	MF12-AB3 Breaded Porkchop with gravy Chicken Caldereta 1 cup rice, banana 300ml mineral water			
<b>Batch 1: Day 1 PM Snacks</b>						
3	50	pax	MA1-AB2 Jumbo Hotdog Sandwich 250 ml minute maid			
<b>Batch 1: Day 2 AM snacks</b>						



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
4	50	pax	MA13-AB3 Lomi with 2pcs putong puti 300ml mineral water			
<b>Batch 1: Day 2 Lunch</b>						
5	50	pax	ME5-AB3 BBQ Chicken with 1/2 cup chopsuey 1 cup rice, banana 300ml mineral water			
<b>Batch 1: Day 2 PM Snack</b>						
6	50	pax	MA8-AB4 Special Cheese Burger Sandwich with fries 300ml Coke mismo			
<b>Batch 1: Day 3 AM Snack</b>						
7	50	pax	MA14-AB3 Sopas with 2 pcs somai 330ml mineral water			
<b>Batch 1: Day 3 Lunch</b>						
8	50	pax	MF6-AB3 Chicken Caldereta with 3pcs fish fillet 1 cup rice, banana 300ml mineral water			
<b>Batch 1: Day 3 PM Snack</b>						
9	50	pax	MA5-AB4 Special Chicken Sandwich with lettuce 300 ml coke mismo			
<b>Batch 2: Day 1 AM Snack</b>						
10	50	pax	MA16-AB1 1 cup Pancit Palabok with Puto Pao 230ml C2 Solo			
<b>Batch 2: Day 1 Lunch</b>						



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
11	50	pax	Breaded Porkchop with gravy Chicken Caldereta 1 cup rice, banana 300ml mineral water			
<b>Batch 2: Day 1 PM Snack</b>						
12	50	pax	MA1-AB2 Jumbo Hotdog Sandwich 250ml Minute Maid			
<b>Batch 2: Day 2 AM Snack</b>						
13	50	pax	MA13-AB3 Lomi with 2 pcs putong puti 300ml mineral water			
<b>Batch 2: Day 2 Lunch</b>						
14	50	pax	ME5-AB3 BBQ Chicken with 1/2 cup chopsuey 1 cup rice, banana 300ml mineral wate			
<b>Batch 2: Day 2 PM Snack</b>						
15	50	pax	MA8-AB4 Special Cheese Burger Sandwich with fries 300ml Coke mismo			
<b>Batch 2: Day 3 AM Snack</b>						
16	50	pax	MA14-AB3 Sopas with 2 pcs somai 330ml mineral water			
<b>Batch 2: Day 3 Lunch</b>						
17	50	pax	MF6-AB3 Chicken Caldereta with 3pcs fish fillet 1 cup rice, banana 300ml mineral water			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
<b>Batch 2: Day 3 PM snack</b>						
18	50	pax	MA5-AB4 Special Chicken Sandwich with lettuce 300 ml coke mismo			
<b>Batch 3: Day 1 AM Snack</b>						
19	50	pax	MA16-AB1 1 cup Pancit Palabok with Puto Pao 230ml C2 Solo			
<b>Batch 3: Day 1 Lunch</b>						
20	50	pax	MF12-AB3 Breaded Porkchop with gravy Chicken Caldereta 1 cup rice, banana 300ml mineral water			
<b>Batch 3: Day 1 PM Snack</b>						
21	50	pax	MA1-AB2 Jumbo Hotdog Sandwich 250ml Minute Maid			
<b>Batch 3: Day 2 AM Snack</b>						
22	50	pax	MA13-AB3 Lomi with 2 pcs putong puti 300ml mineral water			
<b>Batch 3: Day 2 Lunch</b>						
23	50	pax	ME5-AB3 BBQ Chicken with 1/2 cup chopsuey 1 cup rice, banana 300ml mineral water			
<b>Batch 3: Day 2 PM Snack</b>						
24	50	pax	MA8-AB4 Special Cheese Burger Sandwich with fries			

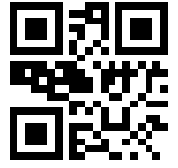


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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			300ml Coke mismo			
<b>Batch 3: Day 3 AM Snack</b>						
25	50	pax	MA14-AB3 Sopas with 2 pcs somai 330ml mineral water			
<b>Batch 3: Day 3 Lunch</b>						
26	50	pax	MF6-AB3 Chicken Caldereta with 3pcs fish fillet 1 cup rice, banana 300ml mineral water			
<b>Batch 3: Day 3 PM Snack</b>						
27	50	pax	MA5-AB4 Special Chicken Sandwich with lettuce 300 ml coke mismo			
<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.

---

 Date

## TERMS OF REFERENCE

### SUPPLY AND DELIVERY OF MEALS TO BE USED DURING THE CONDUCT OF NUTRITION PROGRAM MANGEMENT TRAINING IN THE CITY OF SAN FERNANDO, PAMPANGA.

#### I.BACKGROUND

Nutrition Program Management is designed to teach local nutrition workers, members of the nutrition committees and other stakeholders on how to effectively plan, implement, monitor, evaluate and sustain nutrition program in the context of overall local governance and development systems.

#### II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Meals to be used during the conduct of Nutrition Program Management Training in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2023-642 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of TWO HUNDRED TWENTY-FIVE THOUSAND PESOS (P225,000.00)

#### III.OBJECTIVES

The objectives of the Supply and Delivery of Meals to be used in during the conduct of Nutrition Program Management Training in the City of San Fernando, Pampanga are as follows:

1. To ensure that meals are served on time.

#### 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
50	Pax	MA16-AB1 1 cup Pancit Palabok with Puto Pao 230ml C2 Solo MF12-AB3 Breaded Porkchop with gravy Chicken Caldereta 1 cup rice, banana 300ml mineral water MA1-AB2 Jumbo Hotdog Sandwich 250ml Minute Maid	June -August, 2023	City of San Fernando, (P)
50	Pax	MA13-AB3 Lomi with 2 pcs putong puti 300ml mineral water  ME5-AB3 BBQ Chicken with 1/2 cup chopsuey 1 cup rice, banana 300ml mineral water	June -August, 2023	City of San Fernando, (P)

		MA8-AB4 Special Cheese Burger Sandwich with fries 300ml Coke mismo		
50	Pax	MA14-AB3 Sopas with 2 pcs somai 330ml mineral water  MF6-AB3 Chicken Caldereta with 3pcs fish fillet 1 cup rice, banana 300ml mineral water  MA5-AB4 Special Chicken Sandwich with lettuce 300 ml coke mismo	June -August, 2023	City of San Fernando, (P)
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		MA5-AB4 Special Chicken Sandwich with lettuce 300 ml coke mismo		
50	pax	MA16-AB1 1 cup Pancit Palabok with Puto Pao 230ml C2 Solo  MF12-AB3 Breaded Porkchop with gravy Chicken Caldereta 1 cup rice, banana 300ml mineral water  MA1-AB2 Jumbo Hotdog Sandwich 250ml Minute Maid	June- August, 2023	City of San Fernando, (P)
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50	pax	MA14-AB3 Sopas with 2 pcs somai 330ml mineral water  MF6-AB3 Chicken Caldereta with 3pcs fish fillet 1 cup rice, banana 300ml mineral water  MA5-AB4 Special Chicken Sandwich with lettuce 300 ml coke mismo	June- August, 2023	City of San Fernando, (P)

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 confirmed by the supplier/ provider.



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 the date of the said training.
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**

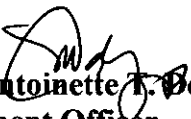
The deliverables of the supplier/ contractor shall be as follows:

- 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 and submitted by:

  
**Myrna Antoinette T. Dela Cruz, RND**  
Procurement Officer – Nutrition

Noted by:

  
**Rowena L. Salas, MD**  
City Health Officer



<b>CONFORME:</b>
_____ Signature over 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