



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 for the Seminar on SOGIE Empowerment (Sexual Orientation, Gender Identity, Gender Expression) in the City of San Fernando, Pampanga**

Location of the Project : **City Mayor's Office**

Company Name
Date : **May 25, 2023**
PR No. : **2023-05-01252**

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, May 29, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Mikkole R. Tuaño

Atty. Jose Elmer Y. Teodoro
BAC Chairman

- 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	250	pax	AM heavy meals pancit palabok with 2 pcs. puto pao			
2	250	pax	Lunch Meals Beef Caldereta Mixed Vegetable Banana 1 cup rice			
3	18	container(s)	Purified Drinking Water (5gallons/containers)			
4	250	pax	PM Heavy Meals - Special Chicken Sandwich with lettuce			
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

Project Title : **Supply and Delivery of Meals for the Seminar on SOGIE (Sexual Orientation, Gender Identity, Gender Expression) Empowerment**

Project Location: **City of San Fernando, Pampanga**

Background:

Seminar on Sexual Orientation, Gender Identity, Gender Expression or SOGIE Empowerment.

The New Gender Code of CSFP, under Article 1 Section 5.26 states the definition of gender sensitivity as the ability to recognized gender issues and to recognized women's different perceptions and interest arising from their different social position and gender roles. In addition, under Article II Section 6.1.5 letter A defines the R.A 11313 the crimes of gender- based streets and public spaces sexual harassment are committed through any unwanted and uninvited sexual actions or remarks against any persons regardless of the motive in committing such actions or remarks.

In addition, this is where SOGIE seminar becomes useful as a first step to understanding particularly to LGBTQ and personal identity. In detail, Sexual Orientation refers to what type of gender one prefers sexually, Gender Identity is how one identifies oneself in gender, and Gender Expression is how people express themselves as what to wear or how one makes up. As such, each person's journey of self-awareness and expression is unique and individualized according to their culture, environment, and lived experiences.

Objective/s

- To adapt that there is an understanding at an international level that the issue in gender inequality should come from the equality of all people, the respect for human rights. SOGIE can bridge the current gap.

Budgetary Requirements:

The Approved Budget for the Supply and Delivery of Meals to be served during the **Seminar on SOGIE (Sexual Orientation, Gender Identity, Gender Expression) Empowerment** is included in the PPMP with Reference Number **3000-2-01-016-16-34** and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **P113,250.00** amount in figure or One Hundred Thirteen Thousand Two Hundred Fifty Pesos amount in words.

Minimum Requirement for the Supplier

1. The Supplier must ensure the specifications and schedule of requirements indicated in the Purchase Order.

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A. The Supplier must ensure the following details:

PARTICULARS	QUANTITY	UNIT COST	AMOUNT
AM Heavy Meals	250 PAX	102.00	25,500.00
Lunch Meals	250 PAX	174.00	43,500.00
PM Heavy Meals	250 PAX	102.0	25,500.00
Purified Drinking Water(5gallons/containers)	18 container(s)	40.00	720.00
TOTAL AMOUNT: P95,220.00			

2. The concerned office thru the Designated Procurement Officer will inform the supplier for the whole details of the delivery at least 1 – 2 days before the event to provide the order as per approved Delivery Order Contract and Order List.
3. The supplier must be open for any changes and cancellation of orders for the unforeseen circumstances.
4. The supplier must be compliant with the IATF Health and Safety Protocols.
5. The Supplier must follow the procurement, delivery and inspection procedure set by the City Government of San Fernando, Pampanga for procured good and services.

Deliverables by the Supplier and City Government

The deliverables of the supplier shall be as follows:

- a. Provide the quantity of the meals being required by the project/ program i.e. the *supplier shall provide 5 gallons/containers*; 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 i.e., 15 days after delivery regardless if the delivery is per month or Ordering Agreement.
- b. End- user shall monitor the delivery and completeness of requirements and documents to avoid delays.
- c. The Procurement Officer shall assist in the monitoring, delivery and on- time payment of the supplier.


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- 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:


Charlotte Estolano
Procurement Officer

Noted by:


Ana Marie S. Medina
Administrative Officer IV

Conforme:

Signature Above 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.