



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 9th CSFP Cooperative Summit on October 2023 at the Mini-Convention Center, Heroes Hall, City of San Fernando, Pampanga**

Location of the Project : **City Agriculture and Veterinary Office**

Company Name

Date : **Jun 7, 2023**

PR No. : **2023-06-01294**

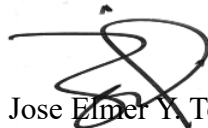
Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Wednesday, June 14, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Joan D. Gutierrez

  
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>AM Snacks</b>						
1	240	pax	Set MB 7 1 cup Spaghetti with ham sandwich			
<b>Lunch</b>						
2	240	pax	Set ME5 BBq Chicken Chopsuey Banana/pastries 1 cup Rice			

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
<b>PM Snacks</b>						
3	240	pax	Set MC3 1 cup Pancit Canton w/ 1/2 size clubhouse			
4	12	container(s)	Purified Drinking Water (5gallons/container)			
5	400	pc(s)	Coffee 3in1			
6	10	pack(s)	Pineapple Juice Powder - 500grams / pack			
<b>Total Amount:</b>						

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**

**OFFICE:** CITY AGRICULTURE VETERINARY OFFICE

**PROJECT:** SUPPLY AND DELIVERY OF MEALS TO BE SERVED DURING THE 9<sup>TH</sup> CSFP COOPERATIVE SUMMIT IN THE CITY OF SAN FERNANDO, PAMPANGA

**DATE:** OCTOBER 2023

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The City Cooperative and Development Council intends to procure Meals for the “9<sup>th</sup> CSFP Cooperative Summit” following the specific Term of Reference for this procurement:

### **BUDGETARY REQUIREMENT**

The Approved Budget for the Contract (ABC) is One Hundred Thrity Two Thousand Two Hundred Sixty Pesos only (P132,260.00), inclusive of all applicable taxes, insurances/bonds, permits, licenses, and/or other miscellaneous expenses and costs on the required procurement of Meals.

### **OBJECTIVES**

The objectives of the Supply and Delivery of Meals on the 9<sup>th</sup> CSFP Cooperative Summit at City Cooperative and Development Council, Heroes Hall, City of San Fernando, Pampanga are as follows:

1. To ensure that meals are served during the activity/meeting considering that it is a policy of the City Government that provision of meals is allowed if the duration of the activity/meeting is more than four (4) hours; and
2. To ensure the continuous efficiency and active participation of the Committee

### **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

<b>Qty.</b>	<b>Unit</b>	<b>Item Description/Specifications</b>	<b>Unit Cost</b>	<b>Total</b>
240	Pax	AM Snack MB 7 1 cup Spaghetti with ham sandwich	174.00	41,760.00
240	pax	Lunch Set ME5 BBQ Chicken Chopsuey Banana/pastries 1 cup Rice	174.00	41,760.00
240	Pax	PM Snack Set MC3 1 cup Pancit Canton w/ 1/2 size clubhouse	174.00	41,760.00
12	Container	Purified Drinking Water (5gallons/container)	40.00	480.00

400	pcs	Coffee 3in1	10.00	4,000.00
10	packs	Pineapple Juice Powder - 500grams / pack	250.00	2,500.00

**Note: Request for 4 units of Water Dispenser, Glasses & Tea Cup**

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/ 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 ready-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 from OCTOBER 2023.
3. Delivery will be at Mini Convention Center, Heroes Hall, Barangay San Juan, City of San Fernando Pampanga .
4. During the delivery, strictly follow the provisions enumerated in the Terms and Conditions of the PO/ Contract including the Delivery Schedule, and Penalty, among others.
5. 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.
6. Coordination with the supplier/ contractor shall be the function of the CGSO- PMD as its mandate.

7. For onsite delivery, ensure 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 them 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.

**DELIVERABLES BY THE SUPPLIER/ CONTRACTOR AND THE CITY GOVERNMENT**

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

- a. Provide the number 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 of the Contract/ Agreement, prepare a Verified Report.

Prepared and submitted by:

  
**CRISTINA A. SANGUMAY**  
City Agriculturist

CONFORME:

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Signature over printed name

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Date

**Note:** This TOR shall form part of the Contract and should be strictly followed by both parties otherwise, the implementation of the project of program might be affected as well as the performance of the supplier/contractor.