

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 Tokens to be given to the Board Members and Secretariat of the CSFP Investment Incentive Board Year End Forum in the City of San Fernando, Pampanga**  
 Location of the Project : **City Tourism and Investment Promotions Office - Investment And Promotion Division**

\_\_\_\_\_  
 Company Name Date : **Jun 27, 2023**  
 \_\_\_\_\_  
 Address PR No. : **2023-06-01407**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, July 4, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by: \_\_\_\_\_ Approved by: \_\_\_\_\_  
 \_\_\_\_\_  
 Rachele M. Pangilinan 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
1	30	pax	TOKENS  Assorted delicacies  -Peanuts (1bottle/330gms) -Tarts (1box of 10 pcs) -Brownies (1box of 12pcs) -Polvoron (1box of 10pcs) -Sweet Tamarind (1box/454gms) -Uraro Cookies (1bottle/380gms)			
<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

### SUPPLY AND DELIVERY OF TOKENS TO BE GIVEN TO THE BOARD MEMBERS AND SECRETARIAT OF THE CSFP INVESTMENT INCENTIVE BOARD YEAR END FORUM IN THE CITY OF SAN FERNANDO, PAMPANGA

#### I. BACKGROUND

Investment Promotion actively seeks to bring investment opportunities to the attention of potential investors and to provide support to investors already situated in the City to retain their business and improve their services. After all, business activity is an essential component in the growth of a community and develop our economy.

It is essential for the business climate in the area to be helpful to existing businesses and potential investors. A conducive environment ascertains “the creation and growth or transformation of enterprises on a sustainable basis”. This combines the legitimate quest for profit, the need for development that respects human dignity, environmental sustainability and decent work”.

To improve the investment services of the City, a year end assessment shall be conducted, focusing on the evaluation of the activities and cite recommendations, as well as plotting of programs for the succeeding year.

#### II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Tokens to be given to the Board Members and Secretariat of the CSFP Investment Incentive Board Year End Forum in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2023-2839 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **SIXTY THOUSAND PESOS (PHP 60,000.00)**.

#### III. OBJECTIVES

The objectives of Supply and Delivery of Tokens to be given to the Board Members and Secretariat of the CSFP Investment Incentive Board Year End Forum in the City of San Fernando, Pampanga are as follows:

1. To present the accomplishment/s of the Board for the Year 2023 and evaluate performances for improvement.
2. To conduct an assembly to appreciate the combined efforts of the private sectors and the local government.
3. To initiate the start of plotting 2024 projects of the Investment Incentive Board.

#### 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
30	pax	TOKENS  Assorted delicacies  -Peanuts (1bottle/330gms) -Tarts (1box of 10 pcs)	December 2023	Investment Promotion Office, Heroes' Hall, City of San Fernando, Pampanga



		-Brownies (1box of 12pcs) -Polvoron (1box of 10pcs) -Sweet Tamarind (1box/454gms) -Uraro Cookies (1bottle/380gms)		
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b. Sample Image



c. 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.

d. Delivery/ Implementation period

1. Strictly observe the “No Purchase Order (PO)/ Contracts, No Delivery” Policy and comply with the delivery period.
2. The delivery of the tokens is on December 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.

e. 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**

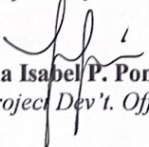
The deliverables of the supplier/ contractor shall be as follows:

- a. Provide the tokens 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:

  
**Ina Isabel P. Ponio**  
*Project Dev't. Officer II*

Approved by:

  
**Emmalyn I. Tuazon**  
*Acting City Tourism and Investment Promotion Officer*



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.*