



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 49th Nutrition Month Celebration 2023 in the City of San Fernando, Pampanga**
Location of the Project : **City Health Office**

Company Name _____ Date : **Jul 4, 2023**
PR No. : **2023-06-01431**
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, July 10, 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 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
Day 1-Kiddie Cooking Crew						
1	60	pax	ME7 Fried Chicken, chopsuey 1 cup rice, 1 banana			
Day 1-Kiddie Cooking Crew						
2	1	container(s)	purified drinking water (5 gal/container)			
Day 2- OPAT						
3	150	pax	MA11 Cheesy Spaghetti with garlic bread			
4	3	container(s)	purified drinking water (5 gal/container)			
Day 3- Gulayan Orientation						
5	35	pax	MA10 Pancit Canton with 2 pcs kutsinta			
6	1	container(s)	purified drinking water (5 gal/container)			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
Day 4- Gulayan Validation						
7	20	pax	MA13 Lomi with 2 pcs putong puti			
8	20	pax	ME7 Fried Chicken with Chopsuey 1 cup Rice, 1 pc Banana			
9	2	container(s)	purified drinking water (5 gal/container)			
Day 5-Inter barangay Zumbathon						
10	500	pax	MA10 Pancit Canton with 2 pcs kutsinta			
11	30	container(s)	purified drinking water (5 gal/container)			
Day 6 - Bibo Kids						
12	60	pax	MA11 Cheesy Spaghetti with garlic bread			
13	3	container(s)	purified drinking water (5 gal/container)			
Day 7 -Healthiest Preggy						
14	50	pax	MA8 Special Cheese Burger with Fries			
15	3	container(s)	purified drinking water (5 gal/container)			
Day 8 - Children's Parade						
16	500	pax	ME7 Fried Chicken with Chopsuey 1 cup rice, 1 banana			
17	30	container(s)	purified drinking water (5 gal/container)			
Day 9 -Safe Kids						
18	160	pax	MF2 Pork Kare Kare, 1 pcs Fried Chicken			



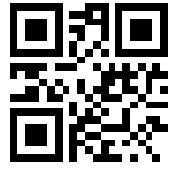
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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			1 cup rice, 1 banana			
19	3	container(s)	purified drinking water (5 gal/container)			
Day 10 - Buntis Party						
20	150	pax	MA10 Pancit Canton with 2 pcs kutsinta			
21	3	container(s)	purified drinking water (5 gal/container)			
Day 11- Big Latch on						
22	1000	pax	MF8 Chicken asado, 3 pcs Lumpiang Shanghai 1 cup rice, 1 banana			
23	50	container(s)	purified drinking water (5 gal/container)			
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

SUPPLY AND DELIVERY OF MEALS TO BE USED FOR THE 49TH NUTRITION MONTH CELEBRATION IN THE CITY OF SAN FERNANDO, PAMPANGA.

I.BACKGROUND

RA 491 or the Nutrition Act of the Philippines section 7 states that July is designated as Nutrition Month for the purpose of creating greater awareness among our people on the importance of nutrition. Activities thereto shall be approved and coordinated by the Council.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Meals for the 49th Nutrition Month Celebration in the City of San Fernando, Pampanga. This is included in the PPMP with Ref. No. 2023-2855 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of FIVE HUNDRED FORTY THOUSAND PESOS (P 540,000.00).

III.OBJECTIVES

The objectives of the Supply and Delivery of Meals to be used for the 49th Nutrition Month Celebration in the City of San Fernando, Pampanga are as follows:

1. To ensure that meals are served on time; and
2. To ensure the continuous efficient delivery of nutrition services in the city.

IV.TERMS AND CONDITIONS

During the procurement process and delivery/ implementation of the contract, the end- user and the supplier/ contractor shall:

-Caterers should provide water and/or beverage (softdrinks, tea or juice) dispensers and re-useable glasswares during the meetings or events.

a. Specifications/ Schedule of Requirements

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
60	pax	ME7 Fried Chicken, chopsuey 1 cup rice, 1 banana	July-August 2023	CSFP
1	container	purified drinking water (5 gal/container)	July-August 2023	CSFP
150	Pax	MA11 Cheesy Spaghetti with garlic bread	July-August 2023	CSFP
3	Container	purified drinking water (5 gal/container)	July-August 2023	CSFP
35	pax	MA10 Pancit Canton with 2 pcs kutsinta	July-August 2023	CSFP
1	Container	purified drinking water (5 gal/container)	July-August 2023	CSFP
20	Pax	MA13 Lomi with 2 pcs putong puti	July-August 2023	CSFP
20	Pax	ME7 Fried Chicken with Chopsuey 1 cup Rice, 1 pc Banana	July-August 2023	CSFP
2	Container	purified drinking water (5 gal/container)	July-August 2023	CSFP

500	Pax	MA10 Pancit Canton with 2 pcs kutsinta	July-August 2023	CSFP
30	Container	purified drinking water (5 gal/container)	July-August 2023	CSFP
60	Pax	MA11 Cheesy Spaghetti with garlic bread	July-August 2023	CSFP
3	Container	purified drinking water (5 gal/container)	July-August 2023	CSFP
50	Pax	MA8 Special Cheese Burger with Fries	July-August 2023	CSFP
3	Container	purified drinking water (5 gal/container)	July-August 2023	CSFP
500	Pax	ME7 Fried Chicken with Chopsuey 1 cup rice, 1 banana	July-August 2023	CSFP
30	Container	purified drinking water (5 gal/container)	July-August 2023	CSFP
160	pax	MF2 Pork Kare Kare, 1 pcs Fried Chicken 1 cup rice, 1 banana	July-August 2023	CSFP
3	Container	purified drinking water (5 gal/container)	July-August 2023	CSFP
150	Pax	MA10 Pancit Canton with 2 pcs kutsinta	July-August 2023	CSFP
3	Container	purified drinking water (5 gal/container)	July-August 2023	CSFP
1000	Pax	MF8 Chicken asado, 3 pcs Lumpiang Shanghai 1 cup rice, 1 banana	July-August 2023	CSFP
50	container	purified drinking water (5 gal/container)	July-August 2023	CSFP

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 or before the implementation of the program.
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 J. Dela Cruz, RND
Procurement Officer – Nutrition

Noted by:


Emerito D. Mercado, MD
OIC-City Health Officer

CONFORME:
_____ 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