



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 during the conduct of Legal Education Forum of the City Legal Office in the City of San Fernando, Pampanga for the 2nd Semester of 2023 subject to Ordering Agreement**

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

Company Name

Date : **Jul 14, 2023**

PR No. : **2023-07-01495**

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, July 19, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Mikkole R. Tuaño

Engr. Michael N. Quizon, Jr.  
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        | 26  | pack(s) | AUGUST 2023 (Batch 3)<br>AM Snacks<br>3 in 1 Coffee (10 sachets)                   |         |            |       |
| 2        | 6   | gal(s)  | AUGUST 2023 (Batch 3)<br>Gallon Purified Drinking Water                            |         |            |       |
| 3        | 75  | pax     | AUGUST 2023 (Batch 3)<br>AM Snacks<br>SET MA13<br>Lomi with 2 pcs. Putong Puti     |         |            |       |
| 4        | 75  | pax     | AUGUST 2023 (Batch 3)<br>AM Snacks<br>SET MA15<br>Sotanghon with 2 pcs. Kutsinta   |         |            |       |
| 5        | 75  | pax     | AUGUST 2023 (Batch 3)<br>PM Snacks<br>Chicken BBQ<br>Banana/Pastries<br>1 cup Rice |         |            |       |



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 during the conduct of Legal Education Forum of the City Legal Office in the City of San Fernando, Pampanga for the 2nd Semester of 2023 subject to Ordering Agreement**

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

| <b>Item No.</b> | <b>Qty</b> | <b>Unit</b> | <b>Item Description</b>  | <b>Remarks</b> | <b>Unit Price</b> | <b>Total</b> |
|-----------------|------------|-------------|--|----------------|-------------------|--------------|
| 6               | 75         | pax         | AUGUST 2023 (Batch 3)<br>PM Snacks<br>Pork Bistig<br>Banana/Pastries<br>1 cup Rice   |                |                   |              |
| 7               | 20         | pax         | AUGUST 2023 (Batch 3)<br>PM Snacks<br>SET BD2<br>Beef Stroganoff<br>Chicken Terriyaki w/ Stir Fried Mongolian<br>Vegetables<br>Pork Tonkatsu w/ Tonkatsu Sauce<br>Seafood Ala Prime<br>Garden Vegetable Salad<br>Parsleyed Rice<br>Buko Lychee<br>Assorted Soda Drinks/Ice Tea |                |                   |              |
| 8               | 27         | pack(s)     | OCTOBER 2023 (Batch 4)<br>AM Snacks<br>3 in 1 Coffee (10 sachets)  |                |                   |              |
| 9               | 6          | gal(s)      | OCTOBER 2023 (Batch 4)<br>AM Snacks<br>Gallon Purified Drinking Water  |                |                   |              |
| 10              | 75         | pax         | OCTOBER 2023 (Batch 4)<br>AM Snacks<br>SET MA13<br>Lomi with 2 pcs. Putong Puti  |                |                   |              |
| 11              | 75         | pax         | OCTOBER 2023 (Batch 4)<br>AM Snacks<br>SET MA14<br>Sopas with 2 pcs. Siomai  |                |                   |              |
| 12              | 75         | pax         | OCTOBER 2023 (Batch 4)<br>PM Snacks<br>SET MD3<br>Chicken BBQ<br>Banana/Pastries<br>1 cup Rice   |                |                   |              |



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 during the conduct of Legal Education Forum of the City Legal Office in the City of San Fernando, Pampanga for the 2nd Semester of 2023 subject to Ordering Agreement**

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

| <b>Item No.</b>      | <b>Qty</b> | <b>Unit</b> | <b>Item Description</b>  | <b>Remarks</b> | <b>Unit Price</b> | <b>Total</b> |
|----------------------|------------|-------------|--|----------------|-------------------|--------------|
| 13                   | 75         | pax         | OCTOBER 2023 (Batch 4)<br>PM Snacks<br>SET MD7<br>Pork Bistig<br>Banana/Pastries<br>1 cup Rice   |                |                   |              |
| 14                   | 20         | pax         | OCTOBER 2023 (Batch 4)<br>PM Snacks<br>SET BD4<br>Beef and Ox Tripe/ Ox Tail Kare-Kare Chicken<br>Grilled Stuff Tilapia and Stuffed Bangus Lechon<br>Lumpiang Hubad<br>Steamed Pandan Rice<br>Buko Pandan/Saging Lakatan<br>Buko Juice/Gulaman at Sago |                |                   |              |
| <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



**CITY LEGAL OFFICE**  
City Government of San Fernando, Pampanga



**TERMS OF REFERENCE**

**Supply and Delivery of Meals to be served during the conduct of Legal Education Forum of the City Legal Office in the City of San Fernando, Pampanga for the 2nd Semester of 2023 subject to Ordering Agreement**

***I. Background***

Pursuant to R.A. No. 7160 otherwise known as the Local Government Code of 1991 particularly Section 444(b)(1) provides that the Chief Executive shall exercise general supervision and control over all programs, projects, services, and activities of the local government.

The City Government of San Fernando, Pampanga, through the City Legal Office and Integrated Bar of the Philippines – Pampanga Chapter, aim to educate participants from various sectors on legal matters and new laws that affect personal rights and liberties *vis-à-vis* obligations to society, government and environment.

The City Legal Office, with the active participation of the Integrated Bar of the Philippines – Pampanga Chapter, aim to give an in-depth understanding about the different laws enacted by Congress in an effort to protect the rights of the most vulnerable sector in our society, i.e., the women, and guard against any form of abuse, exploitation and discrimination.

Accordingly, included in the functions as the facilitator of the Legal Education Forum is the preparation and procurement of meals to be used during the conduct of the said program.

***II. Budgetary Requirement***

The Budgetary Requirement for the Supply and Delivery of Meals to be served during the conduct of Legal Education Forum of the City Legal Office in the City of San Fernando, Pampanga for the 2nd Semester of 2023 subject to Ordering Agreement is included in the PPMP with Ref. No. 2023-435 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **One Hundred Two Thousand Eighty Pesos (102,080.00)**.

***III. Objectives***

For this year, the City Legal Office proposes the conduct of the Legal Education Forum to educate the Barangay Officials, Solo Parents Association, KALIPI and high school students on pertinent laws, to wit:

- Human Rights Laws

- Republic Act No. 9262 (Anti-Violence Against Women and Their Children (VAWC) Act of 2004);
- Laws on the Protection of Children (R.A. 7160)
- Katarungang Pambarangay

The objectives of the Supply and Delivery of Meals to be used during the conduct of the Legal Education Forum for Calendar Year 2023 which will be held at the Amphitheater, Heroes Hall, City of San Fernando, Pampanga are as follows:

- To ensure that meals are served during the program considering that it is a policy of the City Government that provision of meals is allowed if the duration of the meeting is more than four (4) hours; and
- To ensure the continuous efficiency and active participation of the guests in the Legal Education Forum

#### ***IV. Terms and Conditions***

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

a. Specifications/ Schedule of Requirements

**Breakfast and Lunch: (August 2023)**

| <b>Qty.</b> | <b>Unit</b> | <b>Item Description/<br/>Specifications</b>   | <b>Delivery Date</b>         | <b>Location</b>   |
|-------------|-------------|---|------------------------------|---|
| 75          | pax         | SET MA15<br>Sotanghon with 2 pcs.<br>Kutsinta | August 24, 2023<br>8:00 a.m. | Amphitheater, Heroes Hall,<br>City of San Fernando,<br>Pampanga |
| 75          | pax         | SET MA13<br>Lomi with 2 pcs. Putong<br>Puti   | August 24, 2023<br>8:00 a.m. | Amphitheater, Heroes Hall,<br>City of San Fernando,<br>Pampanga |
| 3           | gallon      | Purified Drinking Water                       | August 24, 2023<br>8:00 a.m. | Amphitheater, Heroes Hall,<br>City of San Fernando,<br>Pampanga |
| 27          | packs       | 3 in 1 Coffee (10 sachets)                    | August 24, 2023<br>8:00 a.m. | Amphitheater, Heroes Hall,<br>City of San Fernando,<br>Pampanga |

| <b>Qty.</b> | <b>Unit</b> | <b>Item Description/<br/>Specifications</b>          | <b>Delivery Date</b>          | <b>Location</b>   |
|-------------|-------------|--|-------------------------------|---|
| 75          | pax         | SET MD3<br>Chicken BBQ<br>Banana/Pastries 1 cup Rice | August 24, 2023<br>11:00 a.m. | Amphitheater, Heroes Hall,<br>City of San Fernando,<br>Pampanga |
| 75          | pax         | SET MD7<br>Pork Bistig Banana/Pastries<br>1 cup Rice | August 24, 2023<br>11:00 a.m. | Amphitheater, Heroes Hall,<br>City of San Fernando,<br>Pampanga |

|    |        |  |                               |   |
|----|--------|--|-------------------------------|---|
| 3  | gallon | Purified Drinking Water  | August 24, 2023<br>11:00 a.m. | Amphitheater, Heroes Hall,<br>City of San Fernando,<br>Pampanga |
| 20 | pax    | SET BD2<br>Beef Stroganoff Chicken<br>Terriyaki w/ Stir Fried<br>Mongolian Vegetables Pork<br>Tonkatsu w/ Tonkatsu<br>Sauce Seafood Ala Prime<br>Garden Vegetable Salad<br>Parsleyed Rice Buko<br>Lychee Assorted Soda<br>Drinks/Ice Tea | August 24, 2023<br>11:00 a.m. | Amphitheater, Heroes Hall,<br>City of San Fernando,<br>Pampanga |

### **Breakfast and Lunch: (October 2023)**

| Qty. | Unit   | Item Description/<br>Specifications         | Delivery Date                 | Location  |
|------|--------|---|-------------------------------|---|
| 75   | pax    | SET MA14<br>Sopas with 2 pcs. Siomai        | October 19, 2023<br>8:00 a.m. | Amphitheater, Heroes Hall,<br>City of San Fernando,<br>Pampanga |
| 75   | pax    | SET MA13<br>Lomi with 2 pcs. Putong<br>Puti | October 19, 2023<br>8:00 a.m. | Amphitheater, Heroes Hall,<br>City of San Fernando,<br>Pampanga |
| 3    | gallon | Purified Drinking Water                     | October 19, 2023<br>8:00 a.m. | Amphitheater, Heroes Hall,<br>City of San Fernando,<br>Pampanga |
| 27   | packs  | 3 in 1 Coffee (10 sachets)                  | October 19, 2023<br>8:00 a.m. | Amphitheater, Heroes Hall,<br>City of San Fernando,<br>Pampanga |

| Qty. | Unit   | Item Description/<br>Specifications   | Delivery Date                  | Location  |
|------|--------|---|--------------------------------|---|
| 75   | pax    | SET MD7<br>Pork Bistig Banana/Pastries<br>1 cup Rice  | October 19, 2023<br>11:00 a.m. | Amphitheater, Heroes Hall,<br>City of San Fernando,<br>Pampanga |
| 75   | pax    | SET MD3<br>Chicken BBQ<br>Banana/Pastries 1 cup Rice  | October 19, 2023<br>11:00 a.m. | Amphitheater, Heroes Hall,<br>City of San Fernando,<br>Pampanga |
| 3    | gallon | Purified Drinking Water   | October 19, 2023<br>11:00 a.m. | Amphitheater, Heroes Hall,<br>City of San Fernando,<br>Pampanga |
| 20   | pax    | SET BD4<br>Beef and Ox Tripe/ Ox Tail<br>Kare-Kare Chicken Grilled<br>Stuff Tilapia and Stuffed<br>Bangus Lechon Lumpiang<br>Hubad Steamed Pandan | October 19, 2023<br>11:00 a.m. | Amphitheater, Heroes Hall,<br>City of San Fernando,<br>Pampanga |

|  |  |  |  |  |
|--|--|--|--|--|
|  |  | Rice Buko Pandan/Saging<br>Lakatan Buko<br>Juice/Gulaman at Sago |  |  |
|--|--|--|--|--|

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/ 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.

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:  
**August 24, 2023 at 8:00 a.m. for breakfast and 11:00 p.m. for lunch.**  
**October 19, 2023 at 8:00 a.m. for breakfast and 11:00 p.m. for lunch**
3. Provide at least three hundred (300) disposable paper cups and water dispenser per the conduct of forum.
4. Provide all necessary services (including the arrangement of table and chairs decorations) especially during the serving of buffet meals.
5. During the delivery, strictly follow the provisions enumerated in the Terms and Condition of the PO/ Contract including the Delivery Schedule, Penalty, among others.

6. 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.
7. Coordination with the supplier/ contractor shall be the function of the CGSO- PMD as its mandate.
8. 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.

**Submitted by:**

  
**SHANNEN L. ESTRADA**  
Procurement Officer/ End-User

**Recommending approval:**

  
**ATTY. CORNELIO R. TALLADA, JR.**  
City Attorney IV

|                                      |
|--------------------------------------|
| CONFORME:                            |
| _____<br>Signature over printed name |
| _____<br>Date                        |

**Approved by:**

  
**ATTY. JOSE ELMER Y. TEODORO**  
City Legal Officer

*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.*