



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 Committee Meetings of the Giant Lantern Festival 2023 in the City of San Fernando, Pampanga subject to Ordering Agreement**

Location of the Project : **City Tourism and Investment Promotions Office - Tourism And Heritage Division**

Company Name

Date : **Jul 13, 2023**

PR No. : **2023-07-01578**

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 17, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Rachelle M. Pangilinan

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 |
|-------------------------------------|-----|------|--|---------|------------|-------|
| Executive Committee Meetings | | | | | | |
| 1 | 60 | pax | Day 1 MB1 Big Size Cheeseburger with TLC 3 containers water (5gallons) | | | |
| 2 | 60 | pax | Day 2 MB2 1 cup Pancit Palabok with 2 pcs puto pao 3 containers water (5gallons) | | | |
| 3 | 60 | pax | Day 3 MB3 1 cup Pancit Bihon with 2 pcs turon 3 containers water (5gallons) | | | |
| 4 | 60 | pax | Day 4 MB4 1 cup Pancit Canton with 2pcs Siomai 3 containers water (5gallons) | | | |
| 5 | 60 | pax | Day 5 MB5 1 cup Sotanghon with 3 pcs kutsinta | | | |



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| Item No. | Qty | Unit | Item Description | Remarks | Unit Price | Total |
|-----------------|------------|-------------|---|----------------|-------------------|--------------|
| | | | 3 containers water (5gallons) | | | |
| 6 | 60 | pax | Day 6 MB16 1 cup Lelut Balatung and 2pcs Palitaw 3 containers water (5gallons) | | | |
| 7 | 60 | pax | Day 7 MB1 Big Size Cheeseburger with TLC 3 containers water (5gallons) | | | |
| 8 | 60 | pax | Day 8 MB2 1 cup Pancit Palabok with 2 pcs puto pao 3 containers water (5gallons) | | | |
| 9 | 60 | pax | Day 9 MB3 1 cup Pancit Bihon with 2 pcs turon 3 containers water (5gallons) | | | |
| 10 | 60 | pax | Day 10 MB4 1 cup Pancit Canton with 2pcs Siomai 3 containers water (5gallons) | | | |
| 11 | 60 | pax | Day 11 MB5 1 cup Sotanghon with 3 pcs kutsinta 3 containers water (5gallons) | | | |
| 12 | 60 | pax | Day 12 MB16 1 cup Lelut Balatung and 2pcs Palitaw 3 containers water (5gallons) | | | |
| 13 | 60 | pax | Day 13 MB1 Big Size Cheeseburger with TLC 3 containers water (5gallons) | | | |
| 14 | 60 | pax | Day 14 MB2 1 cup Pancit Palabok with 2 pcs puto pao 3 containers water (5gallons) | | | |
| 15 | 60 | pax | Day 15 MB3 1 cup Pancit Bihon with 2 pcs turon | | | |



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| Item No. | Qty | Unit | Item Description | Remarks | Unit Price | Total |
|-----------------------------------|------------|-------------|---|----------------|-------------------|--------------|
| | | | 3 containers water (5gallons) | | | |
| Working Committee Meetings | | | | | | |
| 16 | 20 | pax | Day 1 MB1 Big Size Cheeseburger with TLC 1 container water (5gallons) | | | |
| 17 | 20 | pax | Day 2 MB2 1 cup Pancit Palabok with 2 pcs puto pao 1 container water (5gallons) | | | |
| 18 | 20 | pax | Day 3 MB3 1 cup Pancit Bihon with 2 pcs turon 1 container water (5gallons) | | | |
| 19 | 20 | pax | Day 4 MB4 1 cup Pancit Canton with 2pcs Siomai 1 container water (5gallons) | | | |
| 20 | 20 | pax | Day 5 MB5 1 cup Sotanghon with 3 pcs kutsinta 1 container water (5gallons) | | | |
| 21 | 20 | pax | Day 6 MB16 1 cup Lelut Balatung and 2pcs Palitaw 1 container water (5gallons) | | | |
| 22 | 20 | pax | Day 7 MB1 Big Size Cheeseburger with TLC 1 container water (5gallons) | | | |
| 23 | 20 | pax | Day 8 MB2 1 cup Pancit Palabok with 2 pcs puto pao 1 container water (5gallons) | | | |
| 24 | 20 | pax | Day 9 MB3 1 cup Pancit Bihon with 2 pcs turon 1 container water (5gallons) | | | |



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| Item No. | Qty | Unit | Item Description | Remarks | Unit Price | Total |
|-----------------|------------|-------------|--|----------------|-------------------|--------------|
| 25 | 20 | pax | Day 10 MB4 1 cup Pancit Canton with 2pcs Siomai 1 container water (5gallons) | | | |
| 26 | 20 | pax | Day 11 MB5 1 cup Sotanghon with 3 pcs kutsinta 1 container water (5gallons) | | | |
| 27 | 20 | pax | Day 12 MB16 1 cup Lelut Balatung and 2pcs Palitaw 1 container water (5gallons) | | | |
| 28 | 20 | pax | Day 13 MB1 Big Size Cheeseburger with TLC 1 container water (5gallons) | | | |
| 29 | 20 | pax | Day 14 MB2 1 cup Pancit Palabok with 2 pcs puto pao 1 container water (5gallons) | | | |
| 30 | 20 | pax | Day 15 MB3 1 cup Pancit Bihon with 2 pcs turon 1 container water (5gallons) | | | |
| 31 | 20 | pax | Day 16 MB1 Big Size Cheeseburger with TLC 1 container water (5gallons) | | | |
| 32 | 20 | pax | Day 17 MB2 1 cup Pancit Palabok with 2 pcs puto pao 1 container water (5gallons) | | | |
| 33 | 20 | pax | Day 18 MB3 1 cup Pancit Bihon with 2 pcs turon 1 container water (5gallons) | | | |
| 34 | 20 | pax | Day 19 MB4 1 cup Pancit Canton with 2pcs Siomai 1 container water (5gallons) | | | |



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| Item No. | Qty | Unit | Item Description | Remarks | Unit Price | Total |
|-----------------|------------|-------------|--|----------------|-------------------|--------------|
| 35 | 20 | pax | Day 20 MB5 1 cup Sotanghon with 3 pcs kutsinta 1 container water (5gallons) | | | |
| 36 | 20 | pax | Day 21 MB16 1 cup Lelut Balatung and 2pcs Palitaw 1 container water (5gallons) | | | |
| 37 | 20 | pax | Day 22 MB1 Big Size Cheeseburger with TLC 1 container water (5gallons) | | | |
| 38 | 20 | pax | Day 23 MB2 1 cup Pancit Palabok with 2 pcs puto pao 1 container water (5gallons) | | | |
| 39 | 20 | pax | Day 24 MB3 1 cup Pancit Bihon with 2 pcs turon 1 container water (5gallons) | | | |
| 40 | 20 | pax | Day 25 MB4 1 cup Pancit Canton with 2pcs Siomai 1 container water (5gallons) | | | |
| 41 | 20 | pax | Day 26 MB5 1 cup Sotanghon with 3 pcs kutsinta 1 container water (5gallons) | | | |
| 42 | 20 | pax | Day 27 MB16 1 cup Lelut Balatung and 2pcs Palitaw 1 container water (5gallons) | | | |
| 43 | 20 | pax | Day 28 MB1 Big Size Cheeseburger with TLC 1 container water (5gallons) | | | |
| 44 | 20 | pax | Day 29 MB2 1 cup Pancit Palabok with 2 pcs puto pao 1 container water (5gallons) | | | |



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| Item No. | Qty | Unit | Item Description | Remarks | Unit Price | Total |
|----------------------|------------|-------------|---|----------------|-------------------|--------------|
| 45 | 20 | pax | Day 30 MB3 1 cup Pancit Bihon with 2 pcs turon 1 container water (5gallons) | | | |
| 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 SERVED DURING COMMITTEE MEETINGS FOR THE GIANT LANTERN FESTIVAL 2023 IN THE CITY OF SAN FERNANDO, PAMPANGA IN 2023 SUBJECT TO ORDERING AGREEMENT

I. BACKGROUND

The City of San Fernando, Pampanga will be celebrating the 115th year of giant lantern making. Through the years, the City has built a solid reputation as home of the best craftsmen, the finest lanterns and the biggest Christmas event in the country, the Giant Lantern Festival. The Festival, which runs for an average of 10 to 15 days, attracts thousands of local and international visitors across the globe with the lanterns being exhibited in different public spaces in the City, and nearby municipalities and cities.

Furthermore, lantern making is deeply-rooted and embedded in Fernandino culture. It is a part of life in the City, uniting the community and inspiring creativity. The tradition also reflects important Fernandino values in its execution—perseverance in pursuing excellence, innovativeness and artistic imagination, bold ambition, and solidarity. It captures and translates the essence of Fernandino identity and positions the San Fernando in the global stage as a world-class City.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Meals to be served during Committee Meetings for the Giant Lantern Festival 2023 in the City of San Fernando, Pampanga in 2023 subject to ordering agreement is included in the PPMP with Ref. No. 2023-2367 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **TWO HUNDRED THIRTY FIVE THOUSAND FIVE HUNDRED PESOS (P235,500.00)**.

III. OBJECTIVE

The objectives of the Supply and Delivery of Meals to be served during Committee Meetings for the Giant Lantern Festival 2023 in the City of San Fernando, Pampanga in 2023 subject to ordering agreement are as follows:

- Strengthen partnership with Private Sector partners.
- Ensure the safety, security, and traffic management of the concern viewers.
- Provide enjoyment to all guests without sacrificing any convenience.
- To encourage community participation and bolster the continuous practice of Fernandino values.
- To inspire more tourists to visit and appreciate Fernandino culture and hospitality.

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 |
|------|------|--|---|----------|
| 60 | pax | <p>Meals during executive committee meetings</p> <p>Day 1 MB1 Big Size Cheeseburger with TLC 3 containers water (5gallons)</p> <p>Day 2 MB2 1 cup Pancit Palabok with 2pcs puto pao 3 containers water (5gallons)</p> <p>Day 3 MB3 1 cup Pancit Bihon with 2 pcs turon 3 containers water (5gallons)</p> <p>Day 4 MB4 1 cup Pancit Canton with 2pcs siomai 3 containers water (5gallons)</p> <p>Day 5 MB5 1 cup Sotanghon with 3 pcs kutsinta 3 containers water (5gallons)</p> <p>Day 6 MB16 1 cup Lelut Balatung and 2pcs palitaw 3 containers water (5gallons)</p> | <p>July 2023</p> <p>August 2023</p> <p>September 2023</p> | On Site |

| | | | |
|--|--|---|--|
| | <p>Day 7 MB1 Big Size Cheeseburger with TLC 3 containers water (5gallons)</p> <p>Day 8 MB2 1 cup Pancit Palabok with 2pcs puto pao 3 containers water (5gallons)</p> <p>Day 9 MB3 1 cup Pancit Bihon with 2 pcs turon 3 containers water (5gallons)</p> <p>Day 10 MB4 1 cup Pancit Canton with 2pcs siomai 3 containers water (5gallons)</p> <p>Day 11 MB5 1 cup Sotanghon with 3 pcs kutsinta 3 containers water (5gallons)</p> <p>Day 12 MB16 1 cup Lelut Balatung and 2pcs palitaw 3 containers water (5gallons)</p> <p>Day 13 MB1 Big Size Cheeseburger with TLC 3 containers water (5gallons)</p> <p>Day 14 MB2 1 cup Pancit Palabok with 2pcs puto pao 3 containers water (5gallons)</p> | <p>October 2023</p> <p>November 2023</p> <p>December 2023</p> | |
|--|--|---|--|

| | | | |
|--|--|--|--|
| | <p>Day 7 MB1 Big Size Cheeseburger with TLC 1 container water (5gallons)</p> <p>Day 8 MB2 1 cup Pancit Palabok with 2pcs puto pao 1 container water (5gallons)</p> <p>Day 9 MB3 1 cup Pancit Bihon with 2 pcs turon 1 container water (5gallons)</p> <p>Day 10 MB4 1 cup Pancit Canton with 2pcs siomai 1 container water (5gallons)</p> <p>Day 11 MB5 1 cup Sotanghon with 3 pcs kutsinta 1 container water (5gallons)</p> <p>Day 12 MB16 1 cup Lelut Balatung and 2pcs palitaw 1 container water (5gallons)</p> <p>Day 13 MB1 Big Size Cheeseburger with TLC 1 container water (5gallons)</p> <p>Day 14 MB2 1 cup Pancit Palabok with 2pcs puto pao 1 container water (5gallons)</p> | <p>September 2023</p> <p>October 2023</p> | |
|--|--|--|--|

| | | | |
|--|---|--|---------------------------|
| | <p>Day 15 MB3 1 cup Pancit Bihon with 2 pcs turon 1 container water (5gallons)</p> <p>Day 16 MB1 Big Size Cheeseburger with TLC 1 container water (5gallons)</p> <p>Day 17 MB2 1 cup Pancit Palabok with 2pcs puto pao 1 container water (5gallons)</p> <p>Day 18 MB3 1 cup Pancit Bihon with 2 pcs turon 1 container water (5gallons)</p> <p>Day 19 MB4 1 cup Pancit Canton with 2pcs siomai 1 container water (5gallons)</p> <p>Day 20 MB5 1 cup Sotanghon with 3 pcs kutsinta 1 container water (5gallons)</p> <p>Day 21 MB16 1 cup Lelut Balatung and 2pcs palitaw 1 container water (5gallons)</p> <p>Day 22 MB1 Big Size Cheeseburger with TLC 1 container water (5gallons)</p> | | |
| | | | <p>November 2023</p> |

| | | | |
|--|--|---------------------------|--|
| | <p>Day 23 MB2 1 cup Pancit Palabok with 2pcs puto pao 1 container water (5gallons)</p> <p>Day 24 MB3 1 cup Pancit Bihon with 2 pcs turon 1 container water (5gallons)</p> <p>Day 25 MB4 1 cup Pancit Canton with 2pcs siomai 1 container water (5gallons)</p> <p>Day 26 MB5 1 cup Sotanghon with 3 pcs kutsinta 1 container water (5gallons)</p> <p>Day 27 MB16 1 cup Lelut Balatung and 2pcs palitaw 1 container water (5gallons)</p> <p>Day 28 MB1 Big Size Cheeseburger with TLC 1 container water (5gallons)</p> <p>Day 29 MB2 1 cup Pancit Palabok with 2pcs puto pao 1 container water (5gallons)</p> <p>Day 30 MB3 1 cup Pancit Bihon with 2 pcs turon 1 container water (5gallons)</p> | <p>December 2023</p> | |
|--|--|---------------------------|--|

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 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 July to 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.

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;
- b. Provide water dispenser during the event; and
- c. 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:


Bernadette A. Tapnio
Tourism Operations Officer II

Noted by:


Ma. Lourdes Carmella Jade D. Pangilinan
City Tourism and Investment Promotions 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.