



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 Awareness Raising Campaign on Ethics, Laws and Regulations for City Public Order and Safety Coordinating Office Personnel (Batch 1 and 2) in the City of San Fernando, Pampanga**

Location of the Project : **City Public Order and Safety Coordinating Office**

Company Name

Date : **Jul 19, 2023**

PR No. : **2023-07-01583**

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 26, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Monalyn L. Moulic  
Administrative Aide VI (Buyer II)

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
<b>BATCH 1</b>						
1	85	pax	AM Snacks MC 9 Lasagna with 4 pcs garlic bread AB2 250ml minute maid			
2	85	pax	Lunch MF2 Pork kare-kare 1 pc Fried Chicken Banana/pastries 1 cup Rice AB4 300ml coke mismo			
3	85	pax	PM Snacks MC1 cup Pancit Palabok with chicken sandwich AB1 230ml c2 solo			
4	100	btl(s)	AB3 330ml mineral water			
<b>BATCH 2</b>						



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
5	85	pax	AM Snacks MC3 1 cup Pancit Canton w/1/2 size clubhouse sandwich\ AB2 250ml minute maid			
6	85	pax	Lunch MF4 Chicken Teriyaki 3 pcs Spring rolls/Lumpiang Shanghai Banana/pastries 1 cup Rice AB4 300ml coke mismo			
7	85	pax	PM Snacks MC2 1 cup Pancit Bihon with cheesy ensaymada AB1 230ml c2 solo			
8	100	btl(s)	AB3 330ml mineral water			
<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 Meals to be served during the Stress Debriefing of the City Public Order and Safety Coordinating Office for Batch 1 and 2 in the City of San Fernando, Pampanga

### **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.

With the ongoing investments and the City's economic progress and development, there is a dramatic increase in vehicular volume and the number of pedestrians that adds up to the current traffic congestion problems the city encounters. As the primary department of the City Government that implements all ordinances pertaining to public order and safety, the CPOSCO is continuously seeking ways to instill discipline among all road users through information dissemination pertaining to public order and safety, regular conduct of clearing operations to different road obstructions, check-points to identify erring drivers and pedestrians, and traffic policing to monitor and maintain public order and safety along major thoroughfares of the City.

The work of CPOSCO enforcers takes toll to their physical, mental, emotional, and spiritual well-being. Studies show and validate the importance of debriefings and stress management particularly for front liners where a sound mind and body are essential.

In view of the above, it is essential for CPOSCO to conduct such activities in order to ensure that all of its personnel stay in the top state of mind.

### **II. BUDGETARY REQUIREMENT**

The Budgetary Requirement for Supply and Delivery of Meals to be served during the Stress Debriefing of the City Public Order and Safety Coordinating Office for Batch 1 and 2 in the city of San Fernando, Pampanga and is included in the PPMP with Ref. No. 2023-501 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of One Hundred sixteen thousand six hundred ninety pesos (Php 116,690.00)

### **III. OBJECTIVES**

The objectives of the Supply and Delivery of Meals to be served during the Stress Debriefing of the City Public Order and Safety Coordinating Office for Batch 1 and 2 in the city of San Fernando, Pampanga are as follows:

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

### **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
85	Pax	<b>BATCH 1</b> AM snacks MC 9 Lasagna with 4 pcs garlic bread AB2 250ml minute maid	August 2023	
85	Pax	LUNCH MF2 Pork kare-kare 1 pc Fried Chicken Banana/pastries 1 cup Rice AB4 300ml coke mismo		
85	Pax	PM Snacks MC1 cup Pancit Palabok with chicken sandwich AB1 230ml c2 solo		
100	Pcs	AB3 330ml mineral water		
85	Pax	<b>BATCH 2</b> AM Snacks MC3 1 cup Pancit Canton w/1/2 size clubhouse sandwich\ AB2 250ml minute maid		
85	Pax	Lunch MF4 Chicken Teriyaki 3 pcs Spring rolls/Lumpiang Shanghai Banana/pastries 1 cup Rice AB4 300ml coke mismo		
85	Pax	PM Snacks MC2 1 cup Pancit Bihon with cheesy ensaymada AB1 230ml c2 solo		
100	Pcs	AB3 330ml mineral water		

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 shall be on August 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; 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:

  
**LOUIE P. CLEMENTE**  
Department Head, CPOSCO

<b>CONFORME:</b>
_____ 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.*