



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 (Kaganapan Event) Disiplina Muna: Road Safety Awareness Seminar of the City Public Order and Safety Coordinating Office in the City of San Fernando, Pampanga**

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

Company Name

Address

Date : **Jan 24, 2023**

PR No. : **2023-01-00082**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, January 30, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Lorraine Kate M. Escoto


 Atty. Jose Elmer 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						
1	130	pax	MD3 Chicken BBQ (120g) Banana/pastries 1 cup Rice			
2	130	btl(s)	AB1 230ml C2 Solo			
3	130	btl(s)	AB2 250ml minute maid			
4	130	btl(s)	AB4 300ml Coke mismo			



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 (Kaganapan Event) Disiplina Muna: Road Safety Awareness Seminar of the City Public Order and Safety Coordinating Office in the City of San Fernando, Pampanga**

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

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
DAY 2						
5	130	pax	MD10 Fried Chicken (120g) with gravy Banana/pastries 1 cup Rice			
DAY 3						
6	130	pax	MD8 Chicken Asado (120g) Banana/pastries 1 cup Rice			
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 THE ROAD SAFETY AWARENESS SEMINAR FOR THE CELEBRATION OF KAGANAPAN 2023 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.

In celebration of the 22nd City Charter Anniversary, the City Government of San Fernando, Pampanga celebrates “Kaganapan”- a two-week series of activities for its citizenry, tracing its roots from the conversion of the Municipality of San Fernando, Pampanga into a City by virtue of Republic Act No. 8990 on February 04, 2001.

In line with this, the City Public Order and Safety Coordinating Office (CPOSCO) would coincide the celebration with a conduct of Road Safety Awareness Seminar to the students of SURE Values Education Inc. and City College of San Fernando and to the City Government’s Safety Health Officers and department drivers. The said seminar is one major way of disseminating information about the City’s policies, legislations, and regulations pertaining to public order and safety to its citizenry.

Accordingly, included in the functions as the Administrative Division is the preparation of meals to be used during said activity.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Meals to be served during the Road Safety Awareness Seminar for the celebration of KAGANAPAN 2023 in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2023-1567 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of Fifty-three thousand eight hundred twenty pesos (53,820.00)

III. OBJECTIVES

The objectives of the Supply and Delivery of Meals to be served during the Road Safety Awareness Seminar for the celebration of KAGANAPAN 2023 in the City of San Fernando, Pampanga as follows:

1. To ensure that meals are served during the meeting 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
2. To ensure the continuous efficiency and active participation of the participants.

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
130	Pax	Day 1 - AM Snacks MD3 Chicken BBQ (120g) Banana/pastries 1 cup rice	February 7, 2023	SURE VALUES, CSFP
130	Pax	Day 1 – Drinks AB1 230ml c2 solo		
130	Pax	Day 2 – Lunch Meal MD10 Fried Chicken (120g) with gravy Banana/pastries 1 cup rice	February 8, 2023	Amphitheater HeroesHall CSFP
130	Pax	Day 2 – Drinks AB2 250ml minute maid		
130	Pax	Day 3 – Lunch Meal MD8 Chicken Asado (120g) Banana/pastries 1 cup rice	February 9, 2023	Amphitheater HeroesHall CSFP
130	Pax	Day 3 – Drinks AB4 300ml coke mismo		

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 February 7-9, 2023.
3. .
4. During the delivery, strictly follow the provisions enumerated in the Terms and Condition of the PO/ Contract including the Delivery Schedule, Penalty, among others.
5. 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.
6. Coordination with the supplier/ contractor shall be the function of the CGSO- PMD as its mandate.
7. 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
Acting Department Head, CPOSCO

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.*