



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 ECCD Monthly Mentoring and Learning Session Meeting for 2nd Semester of 2023 in the City of San Fernando, Pampanga subject to Ordering Agreement**

Location of the Project : **City Social Welfare and Development Office**

Company Name _____ Date : **Mar 16, 2023**

PR No. : **2023-03-00649**

Address _____

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Thursday, March 23, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Joan D. Gutierrez


 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	83	pax	SET MD4-AB3 Chicken Teriyaki (120g) with stir fried monggo sprout and veggies Banana/pastries 1 cup Rice 330ml mineral water			
DAY 2						
2	83	pax	SET MD7-AB3 Pork Bistig (90g) Banana/pastries 1 cup Rice 330 ml mineral water			
DAY 3						
3	83	pax	SET MD8-AB3 Chicken Asado (120g)			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			Banana/pastries 1 cup Rice 330ml mineral water			
DAY 4						
4	83	pax	SET MD11-AB3 1/2 cup Torta Banana/pastries 1 cup Rice 330ml mineral water			
DAY 5						
5	83	pax	SET MD6-AB3 Chicken Caldereta (120g) Banana/pastries 1 cup Rice 330ml mineral water			
DAY 6						
6	83	pax	SET MD9-AB3 Pork Asado (90g) Banana/pastries 1 cup Rice 330ml mineral water			
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 FOR THE ECCD MONTHLY MENTORING AND LEARNING SESSION MEETING FOR 2nd SEMESTER OF 2023 IN THE CITY OF SAN FERNANDO, PAMPANGA SUBJECT TO ORDERING AGREEMENT.

I. BACKGROUND

In accordance with Section 2 of the Republic Act No. 10410 otherwise known as "The Early Years Act (EYA) of 2013" declares that the State shall institutionalize a National System for Early Childhood Care and Development (ECCD) that is comprehensive, integrative and sustainable, that involves multi-sectoral and inter-agency collaboration at the national and local levels among government; among the public and private sectors, non-government organizations; professional associations and academic institutions. In Sec. 5 (d) of the same Act states that the ECCD Management which is one of the components shall consist of a continuing process of planning, implementation, supervision, financial management, monitoring, evaluation, and reporting to persons concerned and shall encourage the active involvement of and build the capabilities of service providers, parents and local government officials to sustain the program.

In addition, under area IV of the ECCD standards which pertains to staff qualifications, staff development and continuing education states that the program employs and support teaching and non-teaching staff who possess the required education qualifications and essential knowledge and imbued with desirable values. The management provides the continuing professional development to promote young children's learning and development and support family's diverse needs.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for Supply and Delivery of Meals to be Served for the ECCD Monthly Mentoring and Learning Session Meeting for 2nd Semester of 2023 in the City of San Fernando, Pampanga Subject to Ordering Agreement is included in the PPMP with Ref. No. 2023-1974 is already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **EIGHTY-ONE THOUSAND AND ONE HUNDRED SEVENTY-FOUR PESOS (P81,174.00)**.

III. OBJECTIVES

The objectives of the Supply and Delivery of Meals to be Served for the ECCD Monthly Mentoring and Learning Session Meeting for 2nd Semester of 2023 in the City of San Fernando, Pampanga are as follows:

1. To provide regular packed lunch for the attendees during the ECCD Monthly Mentoring and Learning Session Meeting.
2. To allocate food to be served to eighty-three (83) pax during the said activity.

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
83	pax	SET MD4-AB3: Chicken Teriyaki (120g) with stir fried monggo sprout and veggies Banana/pastries 1 cup rice 330ml mineral water	July 03, 2023	Amphitheater, Heroes Hall
83	pax	SET MD7-AB3: Pork Bistig (90g) Banana/pastries 1 cup rice 330ml mineral water	August 07, 2023	Amphitheater, Heroes Hall
83	pax	SET MD8-AB3: Chicken Asado (120g) Banana/pastries 1 cup rice 330ml mineral water	September 04, 2023	Amphitheater, Heroes Hall
83	pax	SET MD11-AB3: ½ cup Torta Banana/pastries 1 cup rice 330ml mineral water	October 02, 2023	Amphitheater, Heroes Hall
83	pax	SET MD6-AB3: Chicken Caldereta (120g) Banana/pastries 1 cup rice 330ml mineral water	November 06, 2023	Amphitheater, Heroes Hall
83	pax	SET MD9-AB3: Pork Asado (90g) Banana/pastries 1 cup rice 330ml mineral water	December 04, 2023	Amphitheater, Heroes Hall

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 to supply the requirements upon issuance of DOC.

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)/ Delivery Order Contract (DOC), No Delivery" Policy and comply with the delivery period.
2. The Delivery Period shall be on July 2023 and the contract shall end by the end of December 2023. By the end of the contract, the end-user can no longer prepare Order List and no DOC will be issued for the purpose.
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.

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 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 good for eighty-three (83) pax 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 the month.
- 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 by:


CHARLENE JOY C. RAMOS
Administrative Officer II

Approved by:

 3/10/23
for **MARY ANN C. BILIWANG**
Acting CSWD 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.