



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 with Venue to be served during the Technical Budget Hearing of Annual Executive Budget for the year 2024 with Local Finance Committee, Department Heads and Local Chief Executive in the City of San Fernando, Pampanga**

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

Company Name

Date : **May 24, 2023**

PR No. : **2023-05-01230**

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, May 31, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Mikkole R. Tuaño


Atty. Jose Ender 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
1	1	lot	Day 1 Rental of Venue Inclusion of: Function Room Coffee Station With Internet Connection Use of LCD Projector & Widescreen Use of Sound System with Microphone			
2	30	pax	Day 1 AM Snacks Chicken Sopas Dinner Roll Iced Tea			
3	30	pax	Day 1 Lunch Sabaw na Sinigang Lechon kawali Prito Tilapia Kare kare Gule Tibok Tibok Iced Tea			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
4	30	pax	Day 1 PM Snacks Chicken Sandwich Shrimp Crackers Iced Tea			
5	1	lot	Day 2 Rental of Venue Inclusion of: Function Room Coffee Station With Internet Connection Use of LCD Projector & Widescreen Use of Sound System with Microphone			
6	30	pax	Day 2 AM Snacks Baked Macaroni Sliced Bread Iced Tea			
7	30	pax	Day 2 Lunch Suam Mais Chicken Tonkatsu Sarciadong Tilapia Sapsuy Bagkat Kamote Iced Tea			
8	30	pax	Day 2 PM Snacks Tuna and Mushroom Sandwich Shrimp Crackers Iced Tea			
9	1	lot	Day 3 Rental of Venue Inclusion of: Function Room Coffee Station With Internet Connection Use of LCD Projector & Widescreen Use of Sound System with Microphone			



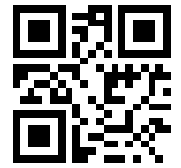
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Location of the Project : **City Budget Office**

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
10	30	pax	Day 3 AM Snacks Chicken Arrozcaldo Dinner Roll Iced Tea			
11	30	pax	Day 3 Lunch Bola Bola sa Misua Pork Asado Breaded Fish Fillet Vegetable Spring roll Leche Flan Iced Tea			
12	30	pax	Day 3 PM Snacks Humburger Shrimp Crackers Iced Tea			
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 WITH VENUETO BE SERVED DURING THE TECHNICAL BUDGET HEARING OF ANNUAL EXECUTIVE BUDGET FOR THE YEAR 2024 WITH LOCAL FINANCE COMMITTEE, DEPARTMENT HEADS AND LOCAL CHIEF EXECUTIVE AT 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)(I) provides that the Chief Executive shall exercise general supervision and control over all programs, projects, services, and activities of the local government.

As part of Budget Preparation Activities, the Deliberation of Annual Executive Budget 2024 is imperative. This will help in maximizing the City's resources to bring the best economic, social and health services to the Fernandinos thru projects, programs and activities corresponding to their needs.

Accordingly, included in the functions as the secretariat of the Committee is the preparation of meals to be served during Technical Budget Hearing.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Meals with venue to be served during the Technical Budget Hearing at City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2023- 914 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **ONE HUNDRED FORTY-FOUR THOUSAND PESOS.** (P 144,000.00)

III. OBJECTIVES

The objectives of the Supply and Delivery of Meals with venue to be served during the conduct of Technical Budget Hearing for Budget Year 2024, at City of San Fernando, Pampanga are 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 Committee.

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
I	lot	Rental of Venue Inclusion of: Function Room Coffee Station With Internet Connection Use of LCD Projector & Widescreen Use of Sound System with Microphone	August 23, 2023 9:00 AM Lunch 11:00 AM	FORUM III, ORCHIDS GARDENS, CITY OF SAN FERNANDO, PAMPANGA.
30	pax	AM Snacks Chicken Sopas Dinner roll Iced Tea		
30	pax	Meals Lunch Sabaw na Sinigang Lechon Kawali Pritong Tilapia Kare kare Gule Tibok Tibok Iced Tea		

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

I. 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 23, 2023 at FORUM III, ORCI-IIDS GARDENS, CITY OF SAN FERNANDO, PAMPANGA.

AM Snacks 9:00 AM,
Lunch 11:00 AM
PM Snacks 2:00 PM

The Delivery Period shall be on August 24, 2023 at FORUM III, ORCHIDS GARDENS, CITY OF SAN FERNANDO, PAMPANGA.

AM Snacks 9:00 AM,
Lunch 11:00 AM
PM Snacks 2:00 PM

The Delivery Period shall be on August 25, 2023 at FORUM 111, ORCHIDS GARDENS, CITY OF SAN FERNANDO, PAMPANGA.

AM Snacks 9:00 AM,
Lunch 11:00 AM
PM Snacks 2:00 PM

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

- I. 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 Payable.

30	pax	PM Snacks Chicken Sandwich Shrimp Crackers Iced Tea	August 23, 2023 2:00 PM	FORUM III, ORCHIDS GARDENS, CITY OF SAN FERNANDO, PAMPANGA.
1	lot	Rental of Venue Inclusion of: Function Room Coffee Station With Internet Connection Use of LCD Projector & Widescreen Use of Sound System with Microphone	August 24, 2023 Snacks 9:00 AM Lunch 11:00 AM Snacks 2:00 PM	FORUM III, ORCHIDS GARDENS, CITY OF SAN FERNANDO, PAMPANGA.
		AM Snacks Baked Macaroni Sliced Bread Iced Tea		
30	pax	Meals Lunch Suam Mais Chicken Tonkatsu Sarciadong Tilapia Sapsuy Bagkat Kamote Iced Tea		
30	pax	Tuna and Mushroom Sandwich Shrimp Crackers Iced Tea		
1	lot	Rental of Venue Inclusion of: Function Room Coffee Station With Internet Connection Use of LCD Projector & Widescreen Use of Sound System with Microphone	August 25, 2023 Snacks 9:00 AM Lunch 11:00 AM Snacks 2:00 PM	FORUM III, ORCHIDS GARDENS, CITY OF SAN FERNANDO, PAMPANGA.
30	pax	AM Snacks Chicken Arrozcaldo Dinner roll Iced Tea		
30	pax	Meals Lunch Bola Bola Misua Pork Asado Breaded Fish Fillet Vegetable Spring roll Leche Flan Iced Tea		
30	pax	Hamburger Shrimp Crackers Iced Tea		

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.

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 by:


LORNA T. RODRIGUEZ
Procurement Officer

Approved by:


RIZZEL Y. MANGILIT
Acting City Budget Officer I

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.