



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)

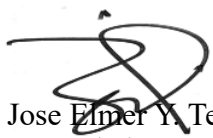
Project Title : **Supply and Delivery of Meals to be served for the Fernandino Entrepreneur Mentor Me Program Batch 2 in the City of San Fernando, Pampanga subject to Ordering Agreement**

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

| | |
|--------------|-------------------------------|
| Company Name | Date : May 29, 2023 |
| Address | PR No. : 2023-05-01234 |

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, June 5, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by: **Mikkole R. Tuaño**

Approved by: 
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 |
|------------------------|-----|------|--|---------|------------|-------|
| Day 1 AM Snacks | | | | | | |
| 1 | 40 | pax | Set MA1-AB3 --Jumbo Hotdog Sandwich --330ml mineral water | | | |
| Day 1 Lunch | | | | | | |
| 2 | 40 | pax | Set MF1-AB3 --Pork or Chicken Adobo 3 pcs Fish Fillet Banana/Pastries 1 cup rice --330ml mineral water | | | |
| Day 1 PM Snacks | | | | | | |
| 3 | 40 | pax | Set MB6-AB1 --1 cup Carbonara with garlic bread --230ml C2 Solo | | | |
| Day 2 AM Snacks | | | | | | |



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| Item No. | Qty | Unit | Item Description | Remarks | Unit Price | Total |
|------------------------|------------|-------------|--|----------------|-------------------|--------------|
| 4 | 40 | pax | Set MA3-AB3 --Big Size Special Enseymada --330ml mineral water | | | |
| Day 2 Lunch | | | | | | |
| 5 | 40 | pax | Set MF3-AB2 --Chiken BBQ 1/2 cup Seafood chopseuy Banana/Pastries 1 cup rice --250ml minute maid | | | |
| Day 2 PM Snacks | | | | | | |
| 6 | 40 | pax | Set MB7-AB3 --1 cup Spaghetti with ham sandwich --330ml mineral water | | | |
| Day 3 AM Snacks | | | | | | |
| 7 | 40 | pax | Set MA6-AB3 --Special Ham Sandwich --330ml mineral water | | | |
| Day 3 Lunch | | | | | | |
| 8 | 40 | pax | Set MF2-AB3 --Pork Kare Kare 1 pc Fried Chicken Banana/Pastries 1 cup rice --330ml mineral water | | | |
| Day 3 PM Snacks | | | | | | |
| 9 | 40 | pax | Set MB8-AB2 --1 cup goto with tokwa't baboy --250ml minute maid | | | |
| Day 4 AM Snacks | | | | | | |



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| Item No. | Qty | Unit | Item Description | Remarks | Unit Price | Total |
|------------------------|-----|------|--|---------|------------|-------|
| 10 | 40 | pax | Set MA8-AB3 --Special Cheese Burger Sandwich with fries --330ml mineral water | | | |
| Day 4 Lunch | | | | | | |
| 11 | 40 | pax | Set MF9-AB2 --Pork Asado 3 pcs Chicken Fillet Banana/Pastries 1 cup rice --250ml minute maid | | | |
| Day 4 PM Snacks | | | | | | |
| 12 | 40 | pax | Set MB9-AB3 --1 cup Arroz Caldo w/ turon --330ml mineral water | | | |
| Day 5 AM Snacks | | | | | | |
| 13 | 40 | pax | Set MA10-AB1 --Pancit Canton with 2 pcs kutsinta --230ml C2 Solo | | | |
| Day 5 Lunch | | | | | | |
| 14 | 40 | pax | Set MF4-AB3 --Chicken Terriyaki 3 pcs Spring rolls/Lumpiang Shanghai Banana/Pastries 1 cup rice --330ml mineral water | | | |
| Day 5 PM Snacks | | | | | | |
| 15 | 40 | pax | Set MB15-AB2 --1 cup Sinantan with 2pcs inangit --250ml minute maid | | | |
| Day 6 AM Snacks | | | | | | |



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| Item No. | Qty | Unit | Item Description | Remarks | Unit Price | Total |
|------------------------|-----|------|---|---------|------------|-------|
| 16 | 40 | pax | Set MA9-AB3 --Pancit guisado with 1 Puto Pao --330ml mineral water | | | |
| Day 6 Lunch | | | | | | |
| 17 | 40 | pax | Set MF7-AB4 --Pork Bistig Garlic chicken Banana/Pastries 1 cup rice --300ml Coke mismo | | | |
| Day 6 PM Snacks | | | | | | |
| 18 | 40 | pax | Set MB19-AB3 --Special Baked Mac with garlic bread --330ml mineral water | | | |
| Day 7 AM Snacks | | | | | | |
| 19 | 40 | pax | Set MA14-AB3 --Sopas with 2pcs Siomai --330ml mineral water | | | |
| Day 7 Lunch | | | | | | |
| 20 | 40 | pax | Set MF10-AB2 --Fried Chicken 1/3 cup Creamy/Buttered vegetables Banana/Pastries 1 cup rice --250ml minute maid | | | |
| Day 7 PM Snacks | | | | | | |
| 21 | 40 | pax | Set MC1-AB1 --1 cup Pancit Palabok with Chicken sandwich --230ml C2 Solo | | | |
| Day 8 AM Snacks | | | | | | |



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| Item No. | Qty | Unit | Item Description | Remarks | Unit Price | Total |
|-------------------------|-----|------|--|---------|------------|-------|
| 22 | 40 | pax | --Special Cheese Burger Sandwich with Fries --330ml mineral water | | | |
| Day 8 Lunch | | | | | | |
| 23 | 40 | pax | Set MF12-AB2 --Breaded Porkchop Chicken Caldereta Banana/Pastries 1 cup rice --250ml minute maid | | | |
| Day 8 PM Snacks | | | | | | |
| 24 | 40 | pax | --1 cup Pancit Bihon with Cheesy ensaymada --330ml mineral water | | | |
| Day 9 AM Snacks | | | | | | |
| 25 | 40 | pax | --Special Ham Sandwich --330ml mineral water | | | |
| Day 9 Lunch | | | | | | |
| 26 | 40 | pax | --Chicken Asado 3 pcs Lumpiang Shanghai Banana/Pastries 1 cup rice --250ml minute maid | | | |
| Day 9 PM Snacks | | | | | | |
| 27 | 40 | pax | --1 cup Pancit Canton with ½ size Clubhouse sandwich --330ml mineral water | | | |
| Day 10 AM Snacks | | | | | | |
| 28 | 40 | pax | Set MA16-AB3 --Pancit Palabok with 1 Puto pao --330mml mineral water | | | |
| Day 10 Lunch | | | | | | |



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| Item No. | Qty | Unit | Item Description | Remarks | Unit Price | Total |
|-------------------------|-----|------|--|---------|------------|-------|
| 29 | 40 | pax | Set MF6-AB2 --Chicken caldereta 3 pcs Fish Fillet Banana/Pastries 1 cup rice --250ml minute maid | | | |
| Day 10 PM Snacks | | | | | | |
| 30 | 40 | pax | Set MC4-AB1 --1 cup Goto w/ ½ cup Tokwa't baboy --230ml C2 Solo | | | |
| Day 11 AM Snacks | | | | | | |
| 31 | 40 | pax | Set MA12-AB3 --Special baked mac with garlic bread --330mml mineral water | | | |
| Day 11 Lunch | | | | | | |
| 32 | 40 | pax | Set MF11-AB2 --1 cup Torta Fried /Chicken Banana/Pastries 1 cup rice --250ml minute maid | | | |
| Day 11 PM Snacks | | | | | | |
| 33 | 40 | pax | Set MB6-AB1 --1 cup Carbonara with garlic bread --230ml C2 Solo | | | |
| Day 12 AM Snacks | | | | | | |
| 34 | 40 | pax | Set MA8-AB3 --Special Cheese Burger Sandwich with Fries --330mml mineral water | | | |
| Day 12 Lunch | | | | | | |



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| Item No. | Qty | Unit | Item Description | Remarks | Unit Price | Total |
|-------------------------|-----|------|---|---------|------------|-------|
| 35 | 40 | pax | Set ME4-AB2 --Roast beef Mixed vegetable Banana/Pastries 1 cup rice --250ml minute maid | | | |
| Day 12 PM Snacks | | | | | | |
| 36 | 40 | pax | Set MC1-AB1 --1 cup Pancit palabok with Chicken sandwich --230ml C2 Solo | | | |
| 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 FERNANDINO ENTREPRENEUR MENTOR ME PROGRAM BATCH 2 IN THE CITY OF SAN FERNANDO, PAMPANGA SUBJECT TO ORDERING AGREEMENT

I. BACKGROUND

To attain sustainable MSME growth, there is a need to improve the overall business environment, and more importantly, increase access to finance. This would require strong coordination among the national agencies and local government units in effectively implementing MSME-related policies (e.g., Magna Carta for MSMEs, Barangay Micro Business Enterprises Act or RA 9178), particularly on enhancing the provision of MSME credit and access to other services from financial institutions as well as non-government organizations engaged in MSME financing.

The City Government of San Fernando, Pampanga under the leadership of City Mayor Vilma S. Caluag, creates various programs for Fernandinos to economically bounce back better. These programs are aligned to the City's Agenda on Investment Promotion. This seminar intends to capacitate existing business owners. This is part of the vision of the City Government of San Fernando to make government inclusive to the Fernandinos dubbed as "**Fernandino Ka, Kayabe Ka.**"

One activity is the continuation of the Fernandino Entrepreneur Mentor ME (Micro-Entrepreneur) Project of the Department of Trade and Industry. The "Fernanpreneur Mentorship Program" aims to help Micro, Small and Medium Entrepreneurs scale up their business acumen thru weekly coaching and mentoring by respected business owners, practitioners and subject matter specialist on the different functional areas of entrepreneurship. The LGU, through the Investment Promotion Office, will select and pre-qualify **30** entrepreneurs who will under-go a thorough screening procedure. Qualification must be a legitimate business owner of in the city having DTI Business name and Mayors Permit. Qualified Participants can designate one permanent alternate in case of emergency.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Meals to be served for the Fernandino Entrepreneur Mentor Me Program Batch 2 in the City of San Fernando, Pampanga subject to Ordering Agreement is included in the PPMP with **Ref. No. 202-2392** and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **TWO HUNDRED SIXTY-SIX THOUSAND FOUR HUNDRED PESOS (P 266,400.00)**

III. OBJECTIVES

The objectives of the the Supply and Delivery of Meals to be served for the Fernandino Entrepreneur Mentor Me Program Batch 2 in the City of San Fernando, Pampanga subject to Ordering Agreement are as follows:

1. To encourage the Fernandino Community to engage in business and other related activities thereby generating employment
2. To capacitate Fernandino SMSE'; thereby expanding their knowledge and learning new business ideas/ skills
3. To support local economic development.
4. To ensure that meals are served during the Mentorship considering that it is a policy of the City Government that provision of meals is allowed if the duration of the seminar is more than four (4) hours; and
5. 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 |
|--------------|------|--|---------------|--|
| DAY 1 | | | | |
| 40 | Pax | Meals (A.M. SNACKS) Set MA1-AB3 --Jumbo Hotdog Sandwich --330ml mineral water | July 2023 | Investment Promotion Office, Heroes Hall, Brgy. San Juan, City of San Fernando, Pampanga |
| 40 | Pax | Meals (LUNCH) Set MF1-AB3 --Pork or Chicken Adobo 3 pcs Fish Fillet Banana/Pastries 1 cup rice --330ml mineral water | July 2023 | Investment Promotion Office, Heroes Hall, Brgy. San Juan, City of San Fernando, Pampanga |
| 40 | Pax | Meals (P.M. SNACKS) Set MB6-AB1 --1 cup Carbonara with garlic bread --230ml C2 Solo | July 2023 | Investment Promotion Office, Heroes Hall, Brgy. San Juan, City of San Fernando, Pampanga |
| DAY 2 | | | | |
| 40 | Pax | Meals (A.M. SNACKS) Set MA3-AB3 --Big Size Special Enseymada --330ml mineral water | July 2023 | Investment Promotion Office, Heroes Hall, Brgy. San Juan, City of San Fernando, Pampanga |
| 40 | Pax | Meals (LUNCH) Set MF3-AB2 --Chicken BBQ 1/2 cup Seafood chopseuy Banana/Pastries 1 cup rice --250ml minute maid | July 2023 | Investment Promotion Office, Heroes Hall, Brgy. San Juan, City of San Fernando, Pampanga |
| 40 | Pax | Meals (P.M. SNACKS) Set MB7-AB3 --1 cup Spaghetti with ham sandwich --330ml mineral water | July 2023 | Investment Promotion Office, Heroes Hall, Brgy. San Juan, City of San Fernando, Pampanga |
| DAY 3 | | | | |
| 40 | Pax | Meals (A.M. SNACKS) Set MA6-AB3 --Special Ham Sandwich --330ml mineral water | July 2023 | Investment Promotion Office, Heroes Hall, Brgy. San Juan, City of San Fernando, Pampanga |
| 40 | Pax | Meals (LUNCH) Set MF2-AB3 --Pork Kare Kare 1 pc Fried Chicken Banana/Pastries 1 cup rice | July 2023 | Investment Promotion Office, Heroes Hall, Brgy. San Juan, City of San Fernando, Pampanga |

| | | | | |
|----|-----|---|-------------|---|
| 40 | Pax | Meals (P.M. SNACKS) Set MB8-AB2 --1 cup goto with tokwa't baboy --250ml minute maid | July 2023 | Investment Promotion Office, Heroes Hall, Brgy. San Juan, City of San Fernando, Pampanga |
| | | DAY 4 | | |
| 40 | Pax | Meals (A.M. SNACKS) Set MA8-AB3 --Special Cheese Burger Sandwich with fries --330ml mineral water | July 2023 | Investment Promotion Office, Heroes Hall, Brgy. San Juan, City of San Fernando, Pampanga |
| 40 | Pax | Meals (LUNCH) Set MF9-AB2 --Pork Asado 3 pcs Chicken Fillet Banana/Pastries 1 cup rice --250ml minute maid | July 2023 | Investment Promotion Office, Heroes Hall, Brgy. San Juan, City of San Fernando, Pampanga |
| 40 | Pax | Meals (P.M. SNACKS) Set MB9-AB3 --1 cup Arroz Caldo w/ turon --330ml mineral water | July 2023 | Investment Promotion Office, Heroes Hall, Brgy. San Juan, City of San Fernando, Pampanga |
| | | DAY 5 | | |
| 40 | Pax | Meals (A.M. SNACKS) Set MA10-AB1 --Pancit Canton with 2 pcs kutsinta --230ml C2 Solo | August 2023 | Investment Promotion Office, Heroes Hall, Brgy. San Juan, City of San Fernando, Pampanga |
| 40 | Pax | Meals (LUNCH) Set MF4-AB3 --Chicken Terriyaki 3 pcs Spring rolls/Lumpiang Shanghai Banana/Pastries 1 cup rice --330ml mineral water | August 2023 | Investment Promotion Office, Heroes Hall, Brgy. San Juan, City of San Fernando, Pampanga |
| 40 | Pax | Meals (P.M. SNACKS) Set MB15-AB2 --1 cup Sinantan with 2pcs inangit --250ml minute maid | August 2023 | Investment Promotion Office, Heroes Hall, Brgy. San Juan, City of San Fernando, Pampanga |
| | | DAY 6 | | |
| 40 | Pax | Meals (A.M. SNACKS) Set MA9-AB3 --Pancit guisado with 1 Puto Pao --330ml mineral water | August 2023 | Investment Promotion Office, Heroes Hall, Brgy. San Juan, City of San Fernando, Pampanga |
| 40 | Pax | Meals (LUNCH) Set MF7-AB4 --Pork Bistig Garlic chicken Banana/Pastries 1 cup rice --300ml Coke mismo | August 2023 | Investment Promotion Office, Heroes Hall, Brgy. San Juan, City of San Fernando, Pampanga |
| 40 | Pax | Meals (P.M. SNACKS) Set MB19-AB3 --Special Baked Mac with | August 2023 | Investment Promotion Office, Heroes Hall, Brgy. |

| | | | | |
|----|-----|--|-------------|--|
| | | --330ml mineral water | | San Juan, City of San Fernando, Pampanga |
| | | DAY 7 | | |
| 40 | Pax | Meals (A.M. SNACKS) Set MA14-AB3 --Sopas with 2pcs Siomai --330ml mineral water | August 2023 | Investment Promotion Office, Heroes Hall, Brgy. San Juan, City of San Fernando, Pampanga |
| 40 | Pax | Meals (LUNCH) Set MF10-AB2 --Fried Chicken 1/3 cup Creamy Buttered vegetables Banana/Pastries 1 cup rice --250ml minute maid | August 2023 | Investment Promotion Office, Heroes Hall, Brgy. San Juan, City of San Fernando, Pampanga |
| 40 | Pax | Meals (P.M. SNACKS) Set MC1-AB1 --1 cup Pancit Palabok with Chicken sandwich --230ml C2 Solo | August 2023 | Investment Promotion Office, Heroes Hall, Brgy. San Juan, City of San Fernando, Pampanga |
| | | DAY 8 | | |
| 40 | Pax | Meals (A.M. SNACKS) Set MA8-AB3 --Special Cheese Burger Sandwich with Fries --330ml mineral water | August 2023 | Investment Promotion Office, Heroes Hall, Brgy. San Juan, City of San Fernando, Pampanga |
| 40 | Pax | Meals (LUNCH) Set MF12-AB2 --Breaded Porkchop Chicken Caldereta Banana/Pastries 1 cup rice --250ml minute maid | August 2023 | Investment Promotion Office, Heroes Hall, Brgy. San Juan, City of San Fernando, Pampanga |
| 40 | Pax | Meals (P.M. SNACKS) Set MC2-AB3 --1 cup Pancit Bihon with Cheesy ensaymada --330ml mineral water | August 2023 | Investment Promotion Office, Heroes Hall, Brgy. San Juan, City of San Fernando, Pampanga |
| | | DAY 9 | | |
| 40 | Pax | Meals (A.M. SNACKS) Set MA6-AB3 --Special Ham Sandwich --330ml mineral water | August 2023 | Investment Promotion Office, Heroes Hall, Brgy. San Juan, City of San Fernando, Pampanga |
| 40 | Pax | Meals (LUNCH) Set MF8-AB2 --Chicken Asado 3 pcs Lumpiang Shanghai Banana/Pastries 1 cup rice --250ml minute maid | August 2023 | Investment Promotion Office, Heroes Hall, Brgy. San Juan, City of San Fernando, Pampanga |
| 40 | Pax | Meals (P.M. SNACKS) Set MC3-AB3 --1 cup Pancit Canton with ½ size Clubhouse sandwich --330ml mineral water | August 2023 | Investment Promotion Office, Heroes Hall, Brgy. San Juan, City of San Fernando, Pampanga |

| DAY 10 | | | | |
|---------------|-----|--|-------------|--|
| 40 | Pax | Meals (A.M. SNACKS) Set MA16-AB3 --Pancit Palabok with 1 Puto pao --330ml mineral water | August 2023 | Investment Promotion Office, Heroes Hall, Brgy. San Juan, City of San Fernando, Pampanga |
| 40 | Pax | Meals (LUNCH) Set MF6-AB2 --Chicken caldereta 3 pcs Fish Fillet Banana/Pastries 1 cup rice --250ml minute maid | August 2023 | Investment Promotion Office, Heroes Hall, Brgy. San Juan, City of San Fernando, Pampanga |
| 40 | Pax | Meals (P.M. SNACKS) Set MC4-AB1 --1 cup Goto w/ ½ cup Tokwa't baboy --230ml C2 Solo | August 2023 | Investment Promotion Office, Heroes Hall, Brgy. San Juan, City of San Fernando, Pampanga |
| DAY 11 | | | | |
| 40 | Pax | Meals (A.M. SNACKS) Set MA12-AB3 --Special baked mac with garlic bread --330ml mineral water | August 2023 | Investment Promotion Office, Heroes Hall, Brgy. San Juan, City of San Fernando, Pampanga |
| 40 | Pax | Meals (LUNCH) Set MF11-AB2 --1 cup Torta Fried /Chicken Banana/Pastries 1 cup rice --250ml minute maid | August 2023 | Investment Promotion Office, Heroes Hall, Brgy. San Juan, City of San Fernando, Pampanga |
| 40 | Pax | Meals (P.M. SNACKS) Set MB6-AB1 --1 cup Carbonara with garlic bread --230ml C2 Solo | August 2023 | Investment Promotion Office, Heroes Hall, Brgy. San Juan, City of San Fernando, Pampanga |
| DAY 12 | | | | |
| 40 | Pax | Meals (A.M. SNACKS) Set MA8-AB3 --Special Cheese Burger Sandwich with Fries --330ml mineral water | August 2023 | Investment Promotion Office, Heroes Hall, Brgy. San Juan, City of San Fernando, Pampanga |
| 40 | Pax | Meals (LUNCH) Set ME4-AB2 --Roast beef Mixed vegetable Banana/Pastries 1 cup rice --250ml minute maid | August 2023 | Investment Promotion Office, Heroes Hall, Brgy. San Juan, City of San Fernando, Pampanga |
| 40 | Pax | Meals (P.M. SNACKS) Set MC1-AB1 --1 cup Pancit palabok with Chicken sandwich --230ml C2 Solo | August 2023 | Investment Promotion Office, Heroes Hall, Brgy. San Juan, City of San Fernando, Pampanga |

b. Procurement Process

1. For the End- user, ensure the completion of the documents in order to proceed with the

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 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 *every TUESDAY AND THURSDAY OF JULY AND AUGUST 2023, 8:30 AM onwards.*
 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

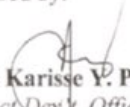
The deliverables of the supplier/ contractor shall be as follows:

- 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 by:


Myla Karisse Y. Pingul
Project Dev't. Officer I

Approved by:


Ma. Lourdes Carmella Jade D. Pangilinan
Head - CTIPO

| |
|--------------------------------------|
| 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.*