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 Basic Standard First Aid for the Accredited Community Disaster Volunteers (Batch 1 & 2) for 2023 in the City of San Fernando, Pampanga**

Location of the Project : **City Mayor's Office - City Disaster Risk Reduction and Management Division**

Company Name

Address

Date : **Jun 2, 2023**

PR No. : **2023-06-01280**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Friday, June 9, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by:

Rachelle M. Pangilinan

Approved by:

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 - AM Snacks						
1	70	pax	Set MB2 -- 1 cup Pancit Palabok with 2 pcs Puto Pao			
Day 1 - Lunch						
2	70	pax	Set ME3 -- Pork/Chicken Adobo, Mixed Vegetable, Banana/Pastries, 1 cup Rice			
Day 1 - PM Snacks						
3	70	pax	Set MD8 -- Chicken Asado, Banana/Pastries, 1 cup Rice			
Day 2 - AM Snacks						
4	70	pax	Set MD3 -- Chicken BBq, Banana/Pastries, 1 cup Rice			
Day 2 - Lunch						

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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
5	70	pax	Set ME7 -- Fried Chicken, Chopsuey, Banana/Pastries, 1 cup Rice			
Day 2- PM Snacks						
6	70	pax	Set MB5 -- 1 cup Sotanghon with 3 pcs Kutsinta			
Day 3 - AM Snacks						
7	70	pax	Set MB9 -- 1 cup Arroz Caldo w/ Turon			
Day 3 - Lunch						
8	70	pax	Set MD1 -- Pork/Chicken Adobo, Banana/Pastries, 1 cup Rice			
Day 3 - PM Snacks						
9	70	pax	Set ME5 -- BBq Chicken, Chopsuey, Banana/Pastries, 1 cup Rice			
10	18	container(s)	Purified Drinking Water (5gal/container)			
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 BASIC STANDARD FIRST AID FOR THE ACCREDITED COMMUNITY DISASTER VOLUNTEERS (BATCH 1 & 2) FOR 2023 IN THE CITY OF SAN FERNANDO, PAMPANGA.

I.BACKGROUND

The City Government of San Fernando is dedicated to safeguard the well-being and safety of its citizen and to omit the socio-economic and environmental impacts of disaster; and to make available, suitably-trained, and competent personnel and volunteers for effective civil defense and disaster risk reduction and management in the city.

Pursuant to RA 10121 Section 12, It is the mandate of the LDRRMO to develop, strengthen and operationalize mechanisms for partnership or networking with the private sector, CSOs, and volunteer groups. It is also stated that the LDRRMO should organize, train, equip and supervise the local emergency response teams and the ACDVs, ensuring that humanitarian aid workers are equipped with the basic skills to assist mothers to breastfeed.

Basic Standard First Aid Training course cover the most basic skills that an emergency responder must be acquainted with. Basic Standard First Aid Training course is also the minimum requirement/pre-requisite to most technical rescue trainings. Any preparations and higher trainings in the mobilization and capability-building of rescue personnel, hence, necessitate the prior conduct of an SFA and CPR-AED Training.

II.BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Meals to be served for the Basic Standard First Aid for the Accredited Community Disaster Volunteers (Batch 1 & 2) for 2023 in the City of San Fernando, Pampanga, is included in the PPMP in the amount NINETY SIX THOUSAND AND NINE HUNDRED PESOS (P 96,900.00).

III.OBJECTIVES

1. To officially recognize the volunteers as qualified to perform particular tasks or responsibilities;
2. To provide compensatory benefits and personal accidents as per provisions in Section 13 of RA 10121 and its Implementing Rules and Regulations; and
3. To distribute life-saving equipment and supplies to be used by the volunteers for effective civil defense and disaster risk reduction and management in the city.

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
70	pax	**DAY 1** MB2 ME3 MD8	August-September 2023	Heroes Hall, CSFP
70	pax	**DAY 2** MD3 ME7 MB5		
		DAY 3		

70	pax	MB9 MD1 ME5		
18	container(s)	Purified Drinking Water (5gal/container)		

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. Ensure to supply the requirements upon issuance of DOC.
5. 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 from August-September 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 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 sheets 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 required by the project/ program; and
b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.
c. Supplier should provide Water Dispenser

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 and submitted by:

RAYMOND B. DEL ROSARIO
LDRRMO IV

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.