



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 Water Safety Training Course for Responders 2023 (Batch 1 and 2) in the City of San Fernando, Pampanga**

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

Company Name	Date : <b>Jun 7, 2023</b>
Address	PR No. : <b>2023-06-01302</b>

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Wednesday, June 14, 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
<b>Day 1</b>						
1	70	pax	AM Snacks MA10 -- Pancit Canton with 2 pcs Kutsinta			
2	70	pax	Lunch ME5 -- BBQ Chicken, Chopsuey, Banana/Pastries, 1 cup Rice			
3	70	pax	PM Snacks MB1 -- Big Size Cheese Burger with TLC			
4	10	pax	Dinner ME2 -- Beef Caldereta, Mixed Vegetable, Banana/Pastries, 1 cup Rice			
<b>Day 2</b>						



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 Water Safety Training Course for Responders 2023 (Batch 1 and 2) in the City of San Fernando, Pampanga**

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

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
5	70	pax	AM Snacks MA14 -- Sopas with 2 pcs Siomai			
6	70	pax	Lunch MD11 -- 1/2 Cup Torta, Banana/Pastries, 1 cup Rice			
7	70	pax	PM Snacks MA3 -- Big Size Special Ensaymada			
8	10	pax	Dinner ME6 -- Chicken Terriyaki, Chopsuey, Banana/Pastries, 1 cup Rice			
<b>Day 3</b>						
9	70	pax	AM Snacks MC1 -- 1 cup Pancit Palabok with Chicken Sandwich			
10	70	pax	Lunch MF12 -- Breaded Porkchop, Chicken Caldereta, Banana/Pastries, 1 cup Rice			
11	70	pax	PM Snacks MB7 -- 1 cup Spaghetti with Ham Sandwich			
12	10	pax	Dinner ME7 -- Fried Chicken, Chopsuey, Banana/Pastries, 1 cup Rice Water			
13	18	container(s)	Purified Drinking Water (5gal/container)			



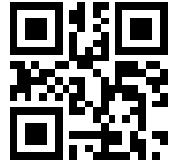
Republic of the Philippines  
Province of Pampanga

**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 Water Safety Training Course for Responders 2023 (Batch 1 and 2) in the City of San Fernando, Pampanga**

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

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
<b>Total Amount:</b>						

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 WATER SAFETY TRAINING COURSE FOR RESPONDERS 2023 (BATCH 1 AND 2) IN THE CITY OF SAN FERNANDO, PAMPANGA

#### I.BACKGROUND

With the sloping topography of the City -- generally low-lying in the Southern area, flash floods have been observed to be prevalent in some of its barangays. The San Fernando Rescue Unit (SAFRU) Search and Rescue Team has always been keen to any water-related incident/s in the City. In past occurrences, the responders have provided immediate rescue services in flooded areas during onslaught of typhoons/southwest monsoons.

In line with the previously conducted Basic Water Safety Training, this Water Safety Training Course will be the second level course that will cover a review on basic swimming skills to relatively advanced water search and rescue techniques.

At the end of this Water Safety Training Course, the responders are expected to familiarize themselves with various swimming strokes, water rescue techniques, and the use of water personal protective equipment necessary for water search and rescue.

#### II.BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Meals to be served for the Basic Water Safety Training Course for Responders 2023 (Batch 1 and 2) in the City of San Fernando, Pampanga, is included in the PPMP in the amount of NINETY SEVEN THOUSAND EIGHTY PESOS (P 97,080.00)

#### III.OBJECTIVES

- To enhance their technical skills on basic water safety techniques
- To supply and deliver the meals for the participants during the training
- To effectively and efficiently conduct the activity/program

#### 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
660	pax	AM Snacks Lunch PM snacks Dinner	June and September (3 Days)	Heroes Hall, CSFP
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 June and 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, menu 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.