



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 Seminar on Taxation and other Cooperative Regulation 2023 in the City of San Fernando, Pampanga**

Location of the Project : **City Agriculture and Veterinary Office**

Company Name

Date : **Jun 7, 2023**

PR No. : **2023-06-01310**

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, 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
1	97	pax	Day 1 AM Snack Set MA13 Lomi with 2 pcs. Putong puti			
2	97	pax	Lunch Set ME7 Fried Chicken Chopsuey Banana/pastries 1 cup Rice			
3	97	pax	PM Snack Set MA10 Pancit Canton with 2 pcs kutsinta			
4	97	pax	Day 2 AM Snack Set MA14 Sopas with 2 pcs. Siomai			
5	97	pax	Lunch Set ME2 Beef Caldereta			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			Mixed Vegetable Banana/pastries I cup Rice			
6	97	pax	PM Snack Set MA8 Special Cheese Burger Sandwich with fries			
7	10	container(s)	purified drinking water (5gallons/container)			
8	12	pack(s)	Orange Juice Powder - 500grams / pack			
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

OFFICE: CITY AGRICULTURE VETERINARY OFFICE

PROJECT: Supply and Delivery of Meals to be served during the Seminar on Taxation and other Cooperative Regulation 2023 in the City of San Fernando, Pampanga

DATE: October 2023

The City Cooperative and Development Council intends to procure Meals for the “Seminar on Taxation and other Cooperative Regulation 2023” following the specific Term of Reference for this procurement:

BUDGETARY REQUIREMENT

The Approved Budget for the Contract (ABC) is Seventy Six Thousand Seven Hundred Thirty Two Pesos only (P 76, 732.00), inclusive of all applicable taxes, insurances/bonds, permits, licenses, and/or other miscellaneous expenses and costs on the required procurement of Meals.

OBJECTIVES

The objectives of the Supply and Delivery of Meals to be served during the Seminar on Taxation and other Cooperative Regulation 2023 in the City of San Fernando, Pampanga are as follows:

1. To ensure that meals are served during the activity/meeting considering that it is a policy of the City Government that the provision of meals is allowed if the duration of the activity/meeting is more than four (4) hours; and
2. To ensure the continuous efficiency and active participation of the Committee

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

Item Description	UOM	Qty	Unit Cost	Total
Day 1 AM Snack Set MA13 Lomi with 2 pcs. Putong puti	pax	97	102	9894.00

Lunch Set ME7 & Fried Chicken Chopsuey Banana/pastries 1 cup Rice	pax	97	174	16878.00
PM Snack Set MA10 Pancit Canton with 2 pcs kutsinta	pax	97	102	9894.00
Day 2 AM Snack Set MA14 Sopas with 2 pcs. Siomai	pax	97	102	9894.00
Lunch Set ME2 Beef Caldereta Mixed Vegetable Banana/pastries 1 cup Rice	pax	97	174	16878.00
PM Snack Set MA8 Special Cheese Burger Sandwich with fries	pax	97	102	9894.00
Orange Juice Powder 500grams / pack	pack	12	250	3,000.00
purified drinking water (5gallons/container)	container(s)		40.00	400.00

Note: Request for a 2 units of Water Dispenser and Glass

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/ provider.

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 from October 2023.
3. During the delivery, strictly follow the provisions enumerated in the Terms and Conditions of the PO/ Contract including the Delivery Schedule, and 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 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- the user shall accept the delivery with the (1) delivery receipts, and submit them 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 of the delivery such as the City Accountant's Office (CAccO) and Commission on Audit (COA) to include the same in the Payables.

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 of the Contract/ Agreement, prepare a Verified Report.

Prepared and submitted by:


CRISTINA A. SANGUMAY
City Agriculturist

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 of program might be affected as well as the performance of the supplier/contractor.