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 for the Legislative Meeting of SP members for 3rd Quarter of 2023 in the City of San Fernando, Pampanga**

Location of the Project : **Office of the Sangguniang Panglungsod**

_____
Company Name

_____
Address

Date : **Jul 5, 2023**

PR No. : **2023-06-01451**

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

Canvassed by:

Jeffrey Ross M. Navarro
Administrative Assistant III (Buyer III)

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
1	2	set(s)	Set D Fortune Combination Cold Cuts Chicken & Prawn Hot Salad Fish Lips w/ Shredded Chicken Bamboopith Soup Abalone Mushroom w/ Broccoli Japanese Style T-Bone or / Braised Emperor Ribas w/ Bun Steamed Lapu- Lapu Fortune Fried Crispy Chicken Fried Crispy Hongkong Style			
2	2	set(s)	Set E Fortune Combination Cold Cuts Steamed Suahe or / Steamed Prawn w/ Garlic Shark,sfin w/ Abalone, Sea Cucumber & Fish Lips Soup Braised American Shellmeat w/ Broccoli Flower Steamed Lapu-Lapu Japanese Stly T-Bone or / Briase Emperor Ribas w/ Bun Fried Crispy Pigeon			

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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
3	2	set(s)	Set F Fortune Combination Cold Cuts Prawn w/ Thai Sauce Shark,sfin w/ shredded Chicken soup Peking Duck 2 Ways Braised Abalone (Local) w/ Black Mushroom Steamed Lapu-Lapu Mined Duck w/ Lettuce Baked Crabs w/ ginger Onion Sauce			
4	2	set(s)	Set G Sucking Pig Combination Cold Cuts Prawn Taro Wonder Sauce or/ Steamed Suahe Shark,sfin w/ Dried Scallop, Fish Lips, Bambaoo Pith Soup Whole Stuffed Japanese Hokkaida Dried Scallop w/ Sea Moss Steamed Lapu-Lapu Fried Crispy Pigeon Barised Emperor Ribs w/ Bun Steamed Crab w/ Garlic			
5	3	set(s)	Set A Minced Beef Soup Fortune Fried Crispy Chicken Fortune Lumpiang Shanghai Patatim with Lohanchay Steamed Fish Fillet with Beancurd Chili Taosi Yang Chow Fried Rice Braised Noodle with Assorted Meat Butchi			
6	3	set(s)	Set B Soy Chicken with Sea Weeds Corn with Crab Meat Soup Beef with Oyster Sauce Fortune Lumpiang Shanghai patatim with Lohanchay Fish Fillet with Sweet & Sour Sauce yang Chow Fried Rice Plain Almond			

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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
7	3	set(s)	Set C Fortune Combination Cold Cuts Fried Salad Seafood Roll Fortune Seafood Soup Broccoli Flower Top w/ Dried Scallop & Golden Mushroom Fried Lapu-Lapu w/ Sweet & Sour Sauce Fortune Fried Crispy Chicken Patatim w/ Lohanchaay Steamed or/ Fried Suahe			
				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 VENUE TO BE SERVED FOR THE LEGISLATIVE MEETINGS OF SP MEMBERS FOR THE 3rd QUARTER OF 2023 IN THE CITY OF SAN FERNANDO, PAMPANGA

I. BACKGROUND

Pursuant to the Republic Act No. 7160 otherwise known as the Local Government Code of 1991, particularly Chapter 3 Section 48, *local legislative power shall be exercised by the Sangguniang Panlalawigan for the province, the Sangguniang Panlungsod for the city, the Sangguniang Bayan for the municipality, and the Sangguniang Barangay for the barangay.*

Further, Section 458 (a) of the Code provides that *the Sangguniang Panlungsod, as the legislative body of the city, shall enact ordinances, approve resolutions and appropriate funds for the general welfare of the city and its inhabitants pursuant to section 16 of the Code and in the proper exercise of the corporate powers of the city as provided for under section 22 of the Code, and shall: (1) Approve ordinances and pass resolutions necessary for an efficient and effective city government,* among others.

Prior to the enactment of local legislations, conduct of meetings are deemed necessary hence, the Office of the Sangguniang Panlungsod is proposing for the Supply and Delivery of Meals to be served for the Legislative Meeting of the SP Members for the 3rd quarter of the year 2023.

II.BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Meals to be served for the Legislative Meeting of SP Members for the 3rd quarter of 2023 in the City of San Fernando, Pampanga is included in the Annual Investment Plan (AIP) 2023 and PPMP 2023 with reference code 2023-768 amounting to **ONE HUNDRED SEVENTY-EIGHT THOUSAND THREE HUNDRED SIXTY PESO (PhP178,360.00).**

III. OBJECTIVES

The objectives of the Supply and Delivery of Meals to be served for the Legislative Meeting of SP Members for the 3RD quarter of 2023 in the City of San Fernando, Pampanga to ensure the provision of meals to the invitees, guests and participants of the different Sangguniang Panlungsod members' meetings which are critical and vital for the efficient and effective legislature.

IV. SCOPE OF SERVICES

The Office of the Sannguniang Panlungsod, shall engage the services of a supplier which provides clean, presentable and sealed packed snacks/meals for the different Sangguniang Panlungsod members' meetings.

V. TERMS AND CONDITIONS

During the procurement process and delivery/ implementation of the project, the end- user and the supplies/contractor shall;

a. Specifications/ Schedule of Requirements

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
17	Packs/sets	- Meals (A.M. Snacks-Lunch-P.M Snacks) - Drinks	July to September 2023 before the schedule of the meeting	Office of the Sangguniang Panglungsod, Heroes Hall, CSFP

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b. Procurement Process

1. If the procurement process reaches the ensuring year, observed that the allowed delivery is only up to what is stipulated in the contract.
2. 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.

For the End- user;

1. Ensure the completion of the documents in order to proceed with the procurement process.
2. Present clearly this TOR during the Pre-Bid Conference for the information of the prospective bidders/s (for Competitive/ Public Bidding) and present by the Buyer with the assistance of the End- user (for Alternative Methods of Procurement).

For the Supplier/ provider;

1. Ensure the completion of the documents being required by the Bids and Awards Committee (BAC) on-time based on the procurement schedule including this TOR duly signed by the end- user and conformed by the supplier/contractor.
2. Ensure to supply the requirement upon issuance of DOC.

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 July to September 2023
3. During the delivery, strictly follow the provisions enumerated in the Term 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 outside delivery, ensure the coordination with the inspector from the CGSO-Property and Supply Management (PSMD) for the inspection of the delivery in term of quality and to immediately notify the supplier/ contractor in case of any concern before the acceptance.

d. Inspection and Acceptance

1. The End-user shall accept the delivery with the (1) receipt, and submit immediately to the Inspector of CGSO-PMSD together with the (2) attendance sheet/s as part of utilization where the quantity of the delivery is the same as the number of attendance and photo documents 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.

2. The supplier/ contractor shall present the PO and issue Sales Invoice
3. The CGSO-PSMD shall prepare the corresponding Inspection and Acceptance Report/s.

VI. DELIVERABLES BY THE SUPPLIER/ CONTRACTOR AND THE CITY GOVERNMENT

1. The deliverables of the supplier/ contractor shall be as follows:
   a. Provide the quantity and quality of meals being required by end-user/ program;
   b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule;

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c. Strictly deliver the required/requested items immediately upon the approval of Purchase Order (PO);

2. 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. The end-user shall assist in the monitoring of the delivery and on-time payment of the supplier.
   c. Provide necessary and readily available documents such as during the conduct of post-audit.
   d. Evaluate the performance of the supplier/contractor and in case there is a violation on the Contract/Agreement, prepare a Verified Report.

Prepared by:

AIREEN L. BALINGIT
Supplies and Property officer/ Procurement

Approved by:

MARLENE M. YALUNG
Admin Officer IV-End-User

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.

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