



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 Annual Physical Examination (Student Services Programs) at the City College of San Fernando, Pampanga**
Location of the Project : **City College of San Fernando, Pampanga**

Company Name

Date : **Jul 19, 2023**

PR No. : **2023-07-01529**

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, July 26, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Mikkole R. Tuaño

Engr. Michael N. Quizon, Jr.
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						
1	20	pax	Set MD1 Pork or Chicken Asado Banana / Pastries 1 cup Rice			
Day 2						
2	20	pax	Set MD2 Pork Kare-kare Banana / Pastries 1 cup Rice			
Day 3						
3	20	pax	Set MD3 Chicken BBQ Banana / Pastries 1 cup Rice			
Day 4						



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
4	20	pax	Set MD4 Chicken Teriyaki Banana / Pastries 1 cup Rice			
Day 5						
5	20	pax	Set MD5 Pork Caldereta Banana / Pastries 1 cup Rice			
Day 6						
6	20	pax	Set MD8 Chicken Asado Banana / Pastries 1 cup Rice			
Day 7						
7	20	pax	Set MD7 Pork Bistig Banana / Pastries 1 cup Rice			
Day 8						
8	20	pax	Set MD6 Chicken Caldereta Banana / Pastries 1 cup Rice			
Day 9						
9	20	pax	Set MD9 Pork Asado Banana / Pastries 1 cup Rice			
Day 10						



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
10	20	pax	Set MD10 Fried Chicken Banana / Pastries 1 cup Rice			
Day 11						
11	20	pax	Set MD11 ½ cup Torta Banana / Pastries 1 cup Rice			
Day 12						
12	20	pax	Set MD12 Breaded Porkchop Banana / Pastries 1 cup Rice			
Day 13						
13	20	pax	Set MD1 Pork or Chicken Asado Banana / Pastries 1 cup Rice			
Day 14						
14	20	pax	Set MD2 Pork Kare-kare Banana / Pastries 1 cup Rice			
Day 15						
15	20	pax	Set MD3 Chicken BBQ Banana / Pastries 1 cup Rice			
Day 16						



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
16	20	pax	Set MD4 Chicken Teriyaki Banana / Pastries 1 cup Rice			
Day 17						
17	20	pax	Set MD5 Pork Caldereta Banana / Pastries 1 cup Rice			
Day 18						
18	30	pax	Set MD8 Chicken Asado Banana / Pastries 1 cup Rice			
Day 19						
19	20	pax	Set MD7 Pork Bistig Banana / Pastries 1 cup Rice			
Day 20						
20	20	pax	Set MD6 Chicken Caldereta Banana / Pastries 1 cup Rice			
Day 21						
21	20	pax	Set MD9 Pork Asado Banana / Pastries 1 cup Rice			
Day 22						



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
22	20	pax	Set MD10 Fried Chicken Banana / Pastries 1 cup Rice			
Day 23						
23	20	pax	Set MD11 ½ cup Torta Banana / Pastries 1 cup Rice			
Day 24						
24	20	pax	Set MD12 Breaded Porkchop Banana / Pastries 1 cup Rice			
Day 25						
25	20	pax	Set MD1 Pork or Chicken Asado Banana / Pastries 1 cup Rice			
Day 26						
26	20	pax	Set MD2 Pork Kare-kare Banana / Pastries 1 cup Rice			
Day 27						
27	20	pax	Set MD3 Chicken BBQ Banana / Pastries 1 cup Rice			
Day 28						



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
28	20	pax	Set MD4 Chicken Teriyaki Banana / Pastries 1 cup Rice			
Day 29						
29	20	pax	Set MD5 Pork Caldereta Banana / Pastries 1 cup Rice			
Day 30						
30	20	pax	Set MD8 Chicken Asado Banana / Pastries 1 cup Rice			
31	30	container(s)	Purified Drinking Water (5 gallons/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 ANNUAL PHYSICAL EXAMINATION (STUDENT SERVICES PROGRAMS) AT THE CITY COLLEGE OF SAN FERNANDO PAMPANGA

I. BACKGROUND

The school health services are vitally necessary in order to provide first aid and triage for illness and injuries, to provide direct services for students, and to provide health counseling and education for students, staff and parents.

An Annual physical Examination is a series of routine examination performed every year that typically includes the following tests: Blood tests: Some of the common blood test include Complete Blood Count (CBC), and Fasting Blood Sugar (FBS). Urinalysis and Fecalalysis. A routine physical examination ensures that you stay in good health. A physical can also be a preventive step. It allows you to catch up on vaccination or detect a serious condition, like cancer or diabetes, before it cause problems. During a routine physical, your doctor can also check vitals, including weight, heart rate, and blood pressure. In line with this, the City College aims to constantly monitor students medical and dental health status to prevent further destruction and complex diseases.

As part of the road towards our vision for social development where citizens live in a healthy, safe and sustainable environment, the City College ensures that the students excel both in academic and in their personal life.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Meals to be served for the Annual Physical Examination (Student Services Programs) at the City College of San Fernando, Pampanga is included in the PPMP with Ref No. 2023-341 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **EIGHTY FOUR THOUSAND PESOS ONLY (PHP 84,000.00)**.

III. OBJECTIVES

The objectives of the Supply and Delivery of Meals to be served for the Annual Physical Examination (Student Services Programs) at the City College of San Fernando, Pampanga are as follows:

1. To check for possible diseases so they can be treated early.
2. To raise awareness about the condition of their body
3. To generate health related data for students as basis for future health monitoring.

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
20	pax	Day 1 Set MD1 Pork or Chicken Asado Banana / Pastries 1 cup Rice	September – November 2023	City College of San Fernando Pampanga

20	pax	Day 2 Set MD2 Pork Kare-kare Banana / Pastries 1 cup Rice	September – November 2023	City College of San Fernando Pampanga
20	pax	Day 3 Set MD3 Chicken BBQ Banana / Pastries 1 cup Rice	September – November 2023	City College of San Fernando Pampanga
20	pax	Day 4 Set MD4 Chicken Teriyaki Banana / Pastries 1 cup Rice	September – November 2023	City College of San Fernando Pampanga
20	pax	Day 5 Set MD5 Pork Caldereta Banana / Pastries 1 cup Rice	September – November 2023	City College of San Fernando Pampanga
20	pax	Day 6 Set MD8 Chicken Asado Banana / Pastries 1 cup Rice	September – November 2023	City College of San Fernando Pampanga
20	pax	Day 7 Set MD7 Pork Bistig Banana / Pastries 1 cup Rice	September – November 2023	City College of San Fernando Pampanga
20	pax	Day 8 Set MD6 Chicken Caldereta Banana / Pastries 1 cup Rice	September – November 2023	City College of San Fernando Pampanga
20	pax	Day 9 Set MD9 Pork Asado Banana / Pastries 1 cup Rice	September – November 2023	City College of San Fernando Pampanga
20	pax	Day 10 Set MD10 Fried Chicken Banana / Pastries 1 cup Rice	September – November 2023	City College of San Fernando Pampanga
20	pax	Day 11 Set MD11 ½ cup Torta Banana / Pastries 1 cup Rice	September – November 2023	City College of San Fernando Pampanga

20	pax	Day 12 Set MD12 Breaded Porkchop Banana / Pastries 1 cup Rice	September – November 2023	City College of San Fernando Pampanga
20	pax	Day 13 Set MD1 Pork or Chicken Asado Banana / Pastries 1 cup Rice	September – November 2023	City College of San Fernando Pampanga
20	pax	Day 14 Set MD2 Pork Kare-kare Banana / Pastries 1 cup Rice	September – November 2023	City College of San Fernando Pampanga
20	pax	Day 15 Set MD3 Chicken BBQ Banana / Pastries 1 cup Rice	September – November 2023	City College of San Fernando Pampanga
20	pax	Day 16 Set MD4 Chicken Teriyaki Banana / Pastries 1 cup Rice	September – November 2023	City College of San Fernando Pampanga
20	pax	Day 17 Set MD5 Pork Caldereta Banana / Pastries 1 cup Rice	September – November 2023	City College of San Fernando Pampanga
20	pax	Day 18 Set MD8 Chicken Asado Banana / Pastries 1 cup Rice	September – November 2023	City College of San Fernando Pampanga
20	pax	Day 19 Set MD7 Pork Bistig Banana / Pastries 1 cup Rice	September – November 2023	City College of San Fernando Pampanga
20	pax	Day 20 Set MD6 Chicken Caldereta Banana / Pastries 1 cup Rice	September – November 2023	City College of San Fernando Pampanga
20	pax	Day 21 Set MD9 Pork Asado Banana / Pastries 1 cup Rice	September – November 2023	City College of San Fernando Pampanga

20	pax	Day 22 Set MD10 Fried Chicken Banana / Pastries 1 cup Rice	September – November 2023	City College of San Fernando Pampanga
20	pax	Day 23 Set MD11 ½ cup Torta Banana / Pastries 1 cup Rice	September – November 2023	City College of San Fernando Pampanga
20	pax	Day 24 Set MD12 Breaded Porkchop Banana / Pastries 1 cup Rice	September – November 2023	City College of San Fernando Pampanga
20	pax	Day 25 Set MD1 Pork or Chicken Asado Banana / Pastries 1 cup Rice	September – November 2023	City College of San Fernando Pampanga
20	pax	Day 26 Set MD2 Pork Kare-kare Banana / Pastries 1 cup Rice	September – November 2023	City College of San Fernando Pampanga
20	pax	Day 27 Set MD3 Chicken BBQ Banana / Pastries 1 cup Rice	September – November 2023	City College of San Fernando Pampanga
20	pax	Day 28 Set MD4 Chicken Teriyaki Banana / Pastries 1 cup Rice	September – November 2023	City College of San Fernando Pampanga
20	pax	Day 29 Set MD5 Pork Caldereta Banana / Pastries 1 cup Rice	September – November 2023	City College of San Fernando Pampanga
20	pax	Day 30 Set MD8 Chicken Asado Banana / Pastries 1 cup Rice	September – November 2023	City College of San Fernando Pampanga
30	containers(s)	Purified Drinking Water (5 gallons/container)	September – November 2023	City College of San Fernando Pampanga

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 September – November 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 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 one (1) delivery receipt, and submit immediately to the Inspector or CGSO- PSMD together with two (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:

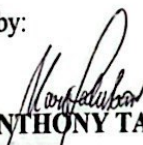
- a. Provide the quantity of meals being required by the project/ program;
- b. Provide dispenser with 5 gallons of purified drinking water;
- c. Provide the menu and of quality as requested by the end user; and

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:


MARK ANTHONY TALUBAN
Dentist - CCSFF

CONFORME:

Signature over Printed Name

Date

Approved by:


ATTY. GLORIA J. VICTORIA-BAÑAS, DPA, CESO V
College Administrator / President

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.