



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 Organizing and Group Formation of Unlad Kabataan Program (UKP) for the year 2023 in the City of San Fernando, Pampanga**

Location of the Project : **City Social Welfare and Development Office**

Company Name

Date : **Jul 25, 2023**

PR No. : **2023-07-01636**

Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, August 1, 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

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 |
|----------------|-----|------|---|---------|------------|-------|
| <b>Batch 1</b> |     |      |   |         |            |       |
| 1              | 175 | pax  | Set MA11<br>--Cheesy Spaghetti with garlic bread  |         |            |       |
| <b>Batch 2</b> |     |      |   |         |            |       |
| 2              | 175 | pax  | Set MA12<br>--Special Baked Mac with garlic bread |         |            |       |
| <b>Batch 3</b> |     |      |   |         |            |       |
| 3              | 175 | pax  | Set MA16<br>--Pancit Palabok with 1 puto pao      |         |            |       |
| <b>Batch 4</b> |     |      |   |         |            |       |
| 4              | 175 | pax  | Set MA9<br>--Pancit Guisado with 1 puto pao       |         |            |       |



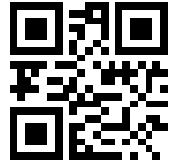
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| <b>Item No.</b>      | <b>Qty</b> | <b>Unit</b> | <b>Item Description</b> | <b>Remarks</b> | <b>Unit Price</b> | <b>Total</b> |
|----------------------|------------|-------------|-------------------------|----------------|-------------------|--------------|
| <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 ORGANIZING AND GROUP FORMATION OF UNLAD KABATAAN PROGRAM (UKP) FOR THE YEAR 2023 IN THE CITY OF SAN FERNANDO, PAMPANGA**

#### **I.BACKGROUND**

In pursuant to the Guidelines in the Implementation of the Youth Productivity Services (YPS) the 2010 Annual Poverty Indicator Survey (APIS) reported that sixteen percent (16%) of the estimated 39 million Filipinos aged 6 to 24 years old are Out-of-School Youth (OSY). The City of San Fernando have taken to the task of helping the youth by organizing the Pag-asa Youth Associations for the Out-of-School Youth with the support from Sangguniang Kabataan for the Unlad Kabataan Program (UKP), a comprehensive program for the OSY that builds on their personality development and positive lifestyle promotion, population awareness and family life orientation, and economic development.

In line with Section II, Republic Act No. 8044, Youth in Nation Building Act of 1995 established the National Program on Youth Development and created the National Youth Commission to oversee the implementation of programs for the youth. It also defined "youth" as the critical period in a person's growth and development from onset of adolescence towards the peak of mature, self-reliant and responsible adulthood, comprising the considerable sector of the population from the age of 15-30 years.

The Department of Social Welfare and Development (DSWD), is mandated to care, protect, rehabilitate and empower the socially, economically and physically disadvantaged sectors. Thus, the creation of the Unlad Kabataan Program was highlighted in order to promote and protect the physical, moral, spiritual, intellectual, and social well-being of the youth, especially the disadvantaged sector. Unlad Kabataan Program is geared towards strengthening government's commitments to promote the welfare and development of the out of school youths

#### **II. BUDGETARY REQUIREMENT**

The Budgetary Requirement for the Supply and Delivery of Meals to be served for the Organizing and Group Formation of Unlad Kabataan Program (UKP) for the year 2023 in the City of San Fernando, Pampanga with PPMP Ref. No. 2023-3040 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of SEVENTY-ONE THOUSAND FOUR HUNDRED PESOS (P 71,400.00).

#### **III.OBJECTIVES**

The objectives of the Supply and Delivery of Meals to be served for the Organizing and Group Formation of Unlad Kabataan Program (UKP) for the year 2023 in the City of San Fernando, Pampanga are as follows:

1. To ensure that meals are served during the meeting considering that it is a policy of the City Government that provision of meals is allowed if the duration of the meeting is more than four (4) hours; and
2. To ensure continuous efficiency and active participation in carrying out their responsibilities in sustaining their organization.

#### **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 |
|------|------|--|-------------------|----------|
| 175  | Pax  | Batch 1<br>Set MA11<br>--Cheesy Spaghetti with garlic bread  | August<br>2023    | Onsite   |
| 176  | Pax  | Batch 2<br>Set MA12<br>--Special Baked Mac with garlic bread | September<br>2023 |          |
| 175  | Pax  | Batch 3<br>Set MA16<br>--Pancit Palabok with 1 puto pao      | October<br>2023   |          |
| 175  | Pax  | Batch 4<br>Set MA9<br>--Pancit Guisado with 1 puto pao       | November<br>2023  |          |

**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.

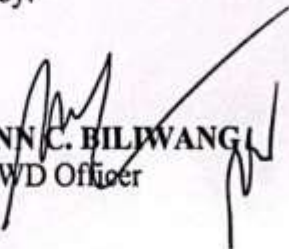
**c. Delivery/ Implementation period**

1. Strictly observe the "No Purchase Order (PO)/ Contracts, No Delivery" Policy and comply with the delivery period.
2. The Delivery Period shall be on August to 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.

Prepared by:

  
**JOHN PAUL E. CORREA**  
Youth Development Officer II

Approved by:

  
**MARY ANN C. BILIWANGI**  
Acting CSWD Officer

|                                      |
|--------------------------------------|
| CONFORME:                            |
| _____<br>Signature Over Printed Name |
| _____<br>Date                        |

*Note: The 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.*

