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 General Inspection of Ranks of the City Public Order and Safety Coordinating Office for 2nd Semester of 2023 in the City of San Fernando, Pampanga subject to Ordering Agreement**

Location of the Project : **City Public Order and Safety Coordinating Office**

_____
Company Name

_____
Address

Date : **Aug 9, 2023**

PR No. : **2023-08-01746**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, August 14, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by:

Francis Chester M. Flores

Approved by:

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
1	900	pax	MD4 Chicken Teriyaki Banana/pastries 1 cup Rice			
2	900	btl(s)	AB3 330ml mineral water			
				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 General Inspection of Ranks of the City Public Order and Safety Coordinating Office for 2nd Semester of 2023 in the City of San Fernando, Pampanga subject to Ordering Agreement

I. BACKGROUND

Pursuant to R.A. No. 7160 otherwise known as the Local Government Code of 1991 particularly Section 444(b)(1) provides that the Chief Executive shall exercise general supervision and controlover all programs, projects, services, and activities of the local government.

As the primary Department of the City Government that implements of ordinances pertaining Public Order and Safety, the CPOSCO is continuously seeking ways to instill discipline among road users through the regular conduct of clearing operations against road obstructions, check- points to identify erring drivers and pedestrians along major thoroughfares in the CFSP.

In line with this, it is imperative to hold a monthly General Inspection of Rank in order to the CPOSCO cascade its policies, regulations, programs etc. among its members.

Accordingly, included in the functions as the Administrative Division is the preparation of meals to be used during the meeting on a weekly basis.

.II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Meals to be served for the General Inspection of Ranks of the City Public Order and Safety Coordinating Office for 2nd Semester of 2023 in the City of San Fernando, Pampanga subject to Ordering Agreement and is included in the PPMP with Ref. No. 2023-1344 and already included in the Annual ProcurementPlan (APP) of the City Government, which is in the amount of One hundred forty six thousand seven hundred pesos. (Php 146,700.00)

III. OBJECTIVES

The objectives of the Supply and Delivery of Meals to be served for the General Inspection of Ranks of the City Public Order and Safety Coordinating Office for 2nd Semester of 2023 in the City of San Fernando, Pampanga subject to Ordering Agreement 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 morethan four (4) hours; and

2. To ensure the continuous efficiency and active participation of the Committee.

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
900	Pax	AB3 330ml mineral water	Jul - Dec, 2023	CPOSCO, Malpitic CSFP
900	Pax	MD4 Chicken Teriyaki Banana/pastries 1 cup Rice		

b. Procurement Process

1. For the End- user, ensure the completion of the documents in order to proceed with theprocurement process.

2. For the supplier/ provider, ensure the completeness of the documents being required bythe Bids and Awards Committee (BAC) for the procurement process on- time based onthe 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 deliveryis 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 presentby 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 shall be based on Ordering Agreement.

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 regardingthe concern.

5. Coordination with the supplier/ contractor shall be the function of the CGSO-PMD asits 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 deliveryin 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 the (1) delivery receipts, and submit immediately to the Inspector or CGSO- PSMD together with the (2) attendance sheet/sas 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 asthe City Accountant's Office (CAccO) and Commission on Audit (COA) to include thesame 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; and

b. Strictly follow the specifications and timely provision of requirements based on thedelivery 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 thedelivery 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 ofthe 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 theContract/ Agreement, prepare a Verified Report.

Prepared and submitted by:

LOUIE P. CLEMENTE
Acting Department Head, CPOSCO

CONFORME:

Signature over Printed Name

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.*