



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 Orientation of beneficiaries, Speakers, Guests and working group for the Emergency Employment: Project HOPE(Honest Opportunities for Philippine Entrepreneurs) Foundation. Inc., of the City Administrator's Office-City Employment Service Division for 2023 in the City of San Fernando, Pampanga**

Location of the Project : **City Administrator's Office - City Employment Services Division**

Company Name _____ Date : **Aug 18, 2023**

PR No. : **2023-08-01882**

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, August 23, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by: _____ Approved by: _____

Francis Chester M. Flores 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
Snacks						
1	230	pax	MA12- Special Baked Mac with Garlic Bread			
2	230	can(s)	330 ml soda in can			
Lunch						
3	230	pax	ME1- Pork Caldereta Mixed Vegetables Banana/ Pastries 1 cup rice			
4	230	can(s)	330 ml soda in can			
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 ORIENTATION OF BENEFICIARIES, SPEAKERS, GUESTS AND WORKING GROUP FOR THE EMERGENCY EMPLOYMENT: PROJECT HOPE OF THE CITY ADMINISTRATOR'S OFFICE – CITY EMPLOYMENT SERVICE DIVISION FOR 2023 IN THE CITY OF SAN FERNANDO, PAMPANGA

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 control over all programs, projects, services, and activities of the local government.

In the City Government of San Fernando, Pampanga, the City Employment Service Division (CESD) also known as Public Employment Service Office (PESO) is one of the division under the City Administrator's Office. The creation of the City Employment Service Division (CESD) under the City Ordinance 2009-016 is a non-fee charging multi-dimensional employment service facility or entity established in all Local Government Units (LGUs) in coordination with the Department of Labor and Employment (DOLE) pursuant to R.A. No. 8759 or the PESO Act of 1999 as amended by R.A. No. 10691.

In this light, the City of San Fernando forge a partnership with the the Project HOPE(Honest Opportunities for Philippine Entrepreneurs) Foundation, Incorporation a corporate social responsibility and Non Government Organization (NGO) which offers "Free Business Franchise" wherein the selected beneficiaries are those who have existing business like sari-sari store and the like. The beneficiaries will be provided three types of business namely: rice, loading station and bills payment center, with a total amount of twenty thousand pesos (P20,000.00) and they are required to sign a contract with the said foundation. Through an emergency employment engaging in an entrepreneurial way as one of the response in mitigating the effects of the covid-19 pandemic in the community. And in order to safeguard people's livelihood and well-being, governments adopt a vast range of emergency measures including strengthening income support during economic downturns which is align to the livelihood opportunities provided by the city.

II.BUDGETARY REQUIREMENT

The budgetary requirement for the Supply and Delivery of Meals to be served for the Orientation of beneficiaries, Speakers, Guests and Working Group for the Emergency Employment: Project HOPE (Honest Opportunities for Philippine Entrepreneurs) Foundation, Inc., of the City Administrator's Office - City Employment Service Division in the City of San Fernando, Pampanga is included in the PPMP with the Ref. No. 2023-3121 and already included in the Annual Investment Plan (AIP) of the City Government, which is in the amount of **EIGHTY SIX THOUSAND TWO HUNDRED FIFTY PESOS (P 86,250.00)**.

III. OBJECTIVES

The objectives of the Supply and Delivery of Meals to be served for the Orientation of beneficiaries, Speakers, Guests and Working Group for the Emergency Employment: Project HOPE (Honest Opportunities for Philippine Entrepreneurs) Foundation, Inc., of the City Administrator's Office - City Employment Service Division in the City of San Fernando, Pampanga are as follows:

1. To ensure that meals are served during the activity 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 the continuous efficiency and active participation of the speakers, guest and beneficiaries .

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
230	pax	Snacks MA12- Special Baked Mac with Garlic Bread	August, 2023	TBA
230	can	330ml Soda in Can		
230	pax	Lunch ME1- Pork Caldereta Mixed Vegetables Banana/ Pastries 1 cup rice		
230	can	330ml Soda in Can		

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/ contractor.
3. If the procurement process reaches the ensuing year, observe that the allowed transaction 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 to supply the requirements upon issuance of DOC.
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)/ Delivery Order Contract (DOC), No Delivery” Policy and comply with the delivery period.
2. The Delivery Period shall be August 2023 and the contract shall end by the end of September 2023. By the end of the contract, the end- user can no longer prepare DOC will be issued for the purpose.
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 the (1) delivery receipts, and submit 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 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 meals needed for the Emergency Employment: Project HOPE (Honest Opportunities for Philippine Entrepreneurs) Foundation, Inc., 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 the delivery.
- b. End- user shall monitor the delivery.

- c. The Procurement Officer shall assist in the monitoring and on- time payment of the supplier/ contractor.
- 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:


MEILYN A. GALLARDE
Supervising Administrative Officer/ End- user

Approved by:


Engr. NELSON G. LINGAT
City Administrator

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.

CONFORME:	
	_____ Signature Over Printed Name
	_____ Date