



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 Grocery Goods and Commercial Rice for the beneficiaries of Kayabe Ka King Kabyayan Project under the DOLE Kabuhayan Program of the City Administrator's Office-City Employment Services Division in the City of San Fernando, Pampanga**

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

Company Name

Date : **Aug 24, 2023**

PR No. : **2023-08-01947**

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 29, 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
Commercial Rice						
1	167	sack(s)	Buko Pandan Rice 25kg/pack (98% Head Rice, Well milled, Long grain, White, Semi-Laon, Tender, sweet)			
2	54	sack(s)	Mekeni Rice 25kg/pack (98% Head Rice, Well milled, Long grain, White, Semi-Laon, Tender, sweet)			
3	27	sack(s)	Manyaman Rice 25kg/pack (98% Head Rice, Well milled, Long grain, White, Semi-Laon, Tender, sweet)			
4	27	sack(s)	Jasmin Rice 25kg/pack (98% Head Rice, Well milled, Long grain, White, Semi-Laon, Tender, sweet)			
5	1	sack(s)	Lakatan Rice 25kg/pack			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
Grocery Goods						
6	448	can(s)	Tuna in can (95g)			
7	448	can(s)	Corned Tuna in Can (85g)			
8	448	can(s)	Corned Tuna in Can (150g)			
9	1400	can(s)	Sardines in can (155g)			
10	280	can(s)	Corned Beef in can (100g)			
11	224	can(s)	Meatloaf in Can (150g)			
12	168	can(s)	Luncheon Meat in Can (375g)			
13	560	can(s)	Mackarel in Can (165g)			
14	560	pc(s)	Pancit Canton (80g)			
15	560	pc(s)	Cup Noodles Soup (40g)			
16	560	pouch	Soysauce (200ml)			
17	392	pouch	Vinegar (200ml)			
18	560	pouch	Fish Sauce/Patis (200ml)			
19	336	pc(s)	Coffee (25g)			
20	560	pc(s)	Coffee Creamer (80g)			
21	560	pc(s)	White Sugar (1/4 kgs)			
22	1120	pc(s)	3 in 1 Coffeee (Twin Pack 28g)			
23	15	kg(s)	Cornstarch			
24	50	kg(s)	Harina			
25	5	drum(s)	Palm Oil (small drum - 17kg)			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
26	8	liter(s)	Cooking Oil			
27	10	kg(s)	All Purpose Flour			
28	2	kg(s)	Black Pepper Original (1/4kilo/pack)			
29	2	kg(s)	Cake Flour			
30	16	kg(s)	Wash Sugar			
31	8	pc(s)	All Purpose Cream (250ml)			
32	46	can(s)	Condensed Milk (300ml)			
33	18	can(s)	Evaporated Milk (360ml)			
34	4	kg(s)	Cocoa Powder (Premium)			
35	30	pack(s)	Powdered Milk (1.120kgs)			
36	60	pc(s)	Cellophane (for Wrapper)			
37	30	kg(s)	All Purpose Flour			
38	30	pc(s)	Butter (200g)			
39	6	liter(s)	Vegetable Oil			
40	4	kg(s)	Rice Flour			
41	19	kg(s)	White Sugar			
42	4	kg(s)	Brown Sugar			
43	2	kg(s)	Dark Sugar			
44	2	liter(s)	Palm Oil			
45	4	kg(s)	Salt			
46	75	pack(s)	Fishball (100pcs/pack)			



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

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
47	80	pack(s)	Kikiam (500gms)			
48	80	pack(s)	Squidball (500gms)			
49	30	pack(s)	Hotdog Jumbo (12pcs/pack)			
50	30	box(s)	Quail Eggs (100pcs/box)			
51	40	kg(s)	Chicken Feet and Neck (16pcs/kilo)			
52	2	kg(s)	Pork			
53	18.5	kg(s)	Chicken			
54	150	pc(s)	Egg- Small			
55	212	pc(s)	Egg- Medium			
56	150	pc(s)	Egg- Large			
57	128	pc(s)	Salted Egg			
58	14	pack(s)	Siomai Assorted (60pcs/pack)			
59	2	can(s)	Fruit Cocktail (3.03kg)			
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 GROCERY GOODS AND COMMERCIAL RICE FOR THE BENEFICIARIES KAYABE KA KING KABYAYAN PROJECT UNDER THE DOLE KABUHAYAN PROGRAM OF THE CITY ADMINISTRATOR'S OFFICE - CITY EMPLOYMENT SERVICES DIVISION 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.

The City of San Fernando forge a partnership with the Department of Labor and Employment to implement the Kayabe Ka King Kabyayan Project under the DOLE KABUHAYAN Program. This DOLE program contributes to the government's agenda for inclusive growth through significant poverty reduction and job creation which is align to the livelihood opportunities provided by the city that caters to economically disadvantaged individuals and groups to capacitate them and develop their livelihood skills.

II.BUDGETARY REQUIREMENT

The budgetary requirement for the Supply and Delivery of Grocery Goods and Commercial Rice for the beneficiaries of Kayabe Ka King Kabyayan Project under the DOLE Kabuhayan Program 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. 2023-3118 and already included in the Annual Investment Plan (AIP) of the City Government, which is in the amount of **NINE HUNDRED THIRTEEN THOUSAND NINE HUNDRED FIFTY FIVE PESOS (P 913,955.00)**.

III.OBJECTIVES

The objectives of Supply and Delivery of Grocery Goods and Commercial Rice for the beneficiaries of Kayabe Ka King Kabyayan Project under the DOLE Kabuhayan Program of the City Administrator's Office-City Employment Service Division in the City of San Fernando, Pampanga are as follows:

- To ensure basic services are provided to the beneficiaries.
- To provide livelihood opportunities to the selected 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
167	sack(s)	Buko Pandan Rice (well milled, long grain, white, semi-laon, 25kgs/sack)	July-August 2023	CGSO Central Storage, CSFP
54	sack(s)	Mekeni Rice (Well milled, Long grain, White, Semi-Laon)(25kgs/sack)		
27	sack(s)	Manyaman Nasi (Well milled, Long grain, White, Semi-Laon(25kgs/sack)		
27	sack(s)	Jasmin Rice (Well milled, Long grain(25kgs/sack)		
1	sack	Lakatan(25kgs/sack)_		
448	can(s)	Tuna in can (95g)		
448	can(s)	Corned Tuna in can (85g)		
448	can(s)	Corned Tuna in can (150g)		
1400	can(s)	Sardines in can (155g)		

280	can(s)	Corned beef in can (100g)		
224	can(s)	Meatloaf in can (150g)		
168	can(s)	Luncheon Meat in can (375g)		
560	can(s)	Mackarel in can (165g)		
560	pcs	Pancit-Canton Noodles(80g)		
560	pcs	Cup noodle soup 40g		
560	pouches	Soy sauce (200ml)		
392	pouches	Vinegar (200ml)		
560	pouches	Fish Sauce/Patis(200ml)		
336	pcs	Coffee (25g)		
560	pcs	Coffee Creamer (80g)		
560	pcs	White Sugar (1/4 kg)		
1120	sets	3 in1 Coffee (Twin pack 28g)(10 pcs/ sets)		
75	pack(s).	Fishball (100pcs/pack)		
80	pack(s).	Kikiam (500gms/pack)		
80	pack(s)	Squidballs (500gms/pack)		
30	pack(s)	Hotdog Jumbo (12pcs/pack)		
30	boxe(s)	Quail Eggs (100pcs/bpx)		
40	kilo(s)	Chicken Feet and Neck (16pcs/kilo)		
15	kgs	Cornstarch		
50	kgs	Harina		

5	drum(s)	Palm Oil (small drum- 17kg)		
2	kgs	Pork		
18.5	kgs	Chicken		
8	liter(s)	Cooking Oil		
10	kgs	All Purpose Flour		
2	pack(s)	Black Pepper Original (1/4 kilo/pack)		
150	pcs	Egg- Small		
212	pcs	Egg- Medium		
150	pcs	Egg- Large		
128	pcs	Salted Egg		
14	pack(s)	Siomai Assorted (60pcs/pack)		
2	kilo(s)	Cake Flour		
16	kilo(s)	Wash Sugar		
8	pcs	All Purpose Cream (250ml)		
46	cans	Condensed Milk (300ml)		
18	cans	Evaporated Milk (360ml)		
2	cans	Fruit Cocktail (3.03kg)		
4	kilos	Cocoa Powder (Premium)		
30	packs	Powdered Milk (1.20kgs)		
60	pcs	Cellophane (For Wrapper)		

30	kgs	All Purpose Flour		
30	pcs	Butter (200g)		
6	liters	Vegetable Oil		
4	kilos	Rice Flour		
19	kilos	White Sugar		
4	kilos	Brown Sugar		
2	kilos	Dark Sugar		
2	liter	Palm Oil		
4	kilos	Salt		

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 July -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.

d.Inspection and Acceptance

1.The CGSO- PSMD shall inspect and accept the delivery.

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.

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 Grocery Goods and Commercial Rice needed for the Kayabe Ka King Kabyayan Project under the DOLE Kabuhayan Program 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

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.