



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 Electoral Boards for October 30, 2023 Barangay and SK Elections in the City of San Fernando, Pampanga**

Location of the Project : **Commission on Elections**

Company Name

Date : **Aug 29, 2023**

PR No. : **2023-08-01975**

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, September 5, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Camille C. Mendiola

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	350	pax	AM Snacks MA1 Jumbo` Hotdog Sandwich AB1 230ml C2 Solo			
2	25	pax	Lunch ME4 Roast Beef, Mixed Vegetable, Banana/pastries, 1 cup Rice AB4 300ml Coke mismo			
3	350	pax	PM Snacks MA3 Big Size Special Enseymada AB2 250ml minute maid			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
DAY 2						
4	350	pax	AM Snacks MA8 Special Cheese Burger Sandwich with fries AB2 250ml minute maid			
5	25	pax	Lunch MF8 Chicken Teriyaki, 3 pcs Lumpiang Shanghai, Banana/pastries, 1 cup Rice AB4 300ml Coke mismo			
6	350	pax	PM Snacks MA9 Pancit Guisado with 1 puto pao AB4 300ml Coke mismo			
DAY 3						
7	350	pax	AM Snacks MA16 Pancit Palabok with 1 puto pao AB1 230ml C2 Solo			
8	25	pax	Lunch MF10 Fried Chicken, Banana/pastries, 1/3 cup Creamy/buttered vegetables, 1 cup Rice AB4 300ml Coke mismo			
9	218	pax	PM Snacks MA3 Big Size Special Enseymada AB2 250ml minute maid			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
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 during Orientation of Electoral Boards for October 30, 2023 Barangay and SK Elections 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.

The Commission on Elections (COMELEC) is an independent Constitutional body mandated to enforce and administer all laws and regulations relative to the conduct of elections, plebiscite, initiative, referendum and recall for the purpose of ensuring free, orderly, peaceful and credible elections. It was created in 1935 by the Philippine Constitution, and reiterated in the 1973 Constitution and the Freedom Constitution of 1986 and 1987.

It is the principal government agency tasked by the Constitution to enforce and administer all laws and regulations concerning the conduct of regular and special elections.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Meals to be served during Orientation of Electoral Boards for October 30, 2023 Barangay and SK Elections in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2023-610 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of TWO HUNDRED SIXTY SEVEN THOUSAND ONE HUNDRED ELEVEN PESOS ONLY. (P 267,111.00).

III. OBJECTIVES

The objectives of the Supply and Delivery of Meals to be served during Orientation of Electoral Boards for October 30, 2023 Barangay and SK Elections in the City of San Fernando, Pampanga are as follows:

1. To ensure that meals are served during the event 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 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	Particulars	Delivery Date	Location
350	pax	AM Snacks MA1 Jumbo' Hotdog Sandwich AB1 230ml C2 Solo	DAY 1	

25	pax	Lunch ME4 Roast Beef, Mixed Vegetable, Banana/pastries, 1 cup Rice AB4 300ml Coke mismo	DAY 1	City of San Fernando, Pampanga
350	pax	PM Snacks MA3 Big Size Special Enseymada AB2 250ml minute maid		
350	pax	AM Snacks MA8 Special Cheese Burger Sandwich with fries AB2 250ml minute maid	DAY 2	
25	pax	Lunch MF8 Chicken Teriyaki, 3 pcs Lumpiang Shanghai, Banana/pastries, 1 cup Rice AB4 300ml Coke mismo		
350	pax	PM Snacks MA9 Pancit Guisado with 1 puto pao AB4 300ml Coke mismo	DAY 3	
350	pax	AM Snacks MA16 Pancit Palabok with 1 puto pao AB1 230ml C2 Solo		
25	pax	Lunch MF10 Fried Chicken, Banana/pastries, 1/3 cup Creamy/buttered vegetables, 1 cup Rice AB4 300ml Coke mismo		
218	pax	PM Snacks MA3 Big Size Special Enseymada AB2 250ml minute maid		

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 September 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 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 quantity of meals 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:

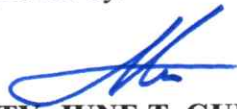
- a. On- time payment of the supplier/ contractor i.e., 15 days after delivery regardless if the delivery is per month or Ordering Agreement.
- b. End- user shall monitor the delivery of requirements.
- c. The Procurement Officer shall assist in the monitoring, delivery and on- time payment of the supplier.

- 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 and submitted by:


PEEJAY C. RIVERA
Supply and Property Officer

Approved by:


ATTY. JUNE T. GUIAO
City Election Officer IV

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.