



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 Pandemic Emerging Re-Emerging Infectious Diseases Summit 2023 of the City Health Office in the City of San Fernando, Pampanga**

Location of the Project : **City Health Office**

Company Name \_\_\_\_\_ Date : **Aug 29, 2023**

Address \_\_\_\_\_ PR No. : **2023-08-01977**

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:

Ana Liza C. Zablan  
Administrative Assistant III (Buyer III)

  
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	600	pax	Dinner Buffet (BD1) Roast Beef with Mashed Potato in Mushroom Sauce Chicken Galantine with Cocktail Dressing Grilled Baby Back Ribs in Pineapple BBQ Sauce Fish Fillet in Thai Sauce Buttered Vegetables Fresh Fruits Lemon Ice Tea Service Water			
2	490	pax	PM Snack (MA10) Pancit Canton with 2 pcs. Kutsinta			
<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 during the Pandemic Emerging Re-Emerging Infectious Diseases Summit 2023 of the City Health Office in the City of San Fernando, Pampanga**

#### **I. BACKGROUND**

According to the Department of Health, the Philippines has seen many outbreaks of emerging infectious diseases and is susceptible to re-emerging infections such as leptospirosis, dengue, meningococemia, and tuberculosis. The current situation emphasizes the risks and highlights the need to improve local, national, and international preparedness against future pandemics. New pathogens will continue to emerge and spread across regions, challenging public health as never before signifying grim repercussions and health burden. These may cause countless morbidities and mortalities, disrupting trade and negatively affecting the economy.

In addition, Emerging and Re-emerging Infectious Diseases are unpredictable and create a gap between planning and concrete action. To address this gap, there is a need to come up with proactive systems that would ensure preparedness and response in anticipation of negative consequences that may result in pandemic proportions of diseases. Proactive and multi-disciplinary preparedness must be in place to reduce the impact of public health threats.

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

The budgetary requirement for the **Supply and Delivery of Meals to be served during the Pandemic Emerging Re-Emerging Infectious Diseases Summit 2023 of the City Health Office in the City of San Fernando, Pampanga** is included in the PPMP with the **Ref. No. 2023-3330** and is already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **THREE HUNDRED SIXTY-SIX THOUSAND SEVEN HUNDRED EIGHTY PESOS (Php 366, 780.00)**.

#### **III. OBJECTIVES**

The objectives of the **Supply and Delivery of Meals to be served during the Pandemic Emerging Re-Emerging Infectious Diseases Summit 2023 of the City Health Office in the City of San Fernando, Pampanga** is to provide highly responsive preventive health care to all Fernandinos through a Public-Private partnership with the different Disease Reporting Units (DRUs) to reduce and eventually prevent illnesses and deaths brought by various notifiable diseases.

#### **IV. COVERAGE/SERVICES**

A night to socialize with our partners from the different hospitals, CSOs, and NGOs to discuss and evaluate the project, programs, and activities (PPAs) with their accomplishments conducted for the year 2023 and present the future plans of the City Health Office and their PPAs for next year and years to come. Also, this aims to strengthen the partnership with our different Public-Private Partners from the hospitals including Civil Society Organizations (CSO) and Non- Government Organizations (NGOs) in delivering health care services.

#### **V. TERMS AND CONDITIONS**

During the procurement process and delivery/ implementation of the contract, the end-user and the supplier/ contractor shall:

**-Caterers should provide water and/or beverage (soft drinks, tea or juice) dispensers and re-usable glassware during the meeting or events.**

a. Specifications/ Schedule of Requirements

**MEALS**

Quantity	Unit	Item Description/ Specification	Delivery Date	Location
600	pax	<b>Dinner Buffet</b>	November 2023	Heroes Hall, CSFP
		(BD1)		
		• Roast Beef w/ Mashed Potato in Mushroom Sauce		
		• Chicken Galantine w/ Cocktail Dressing		
		• Grilled Baby Back ribs in Pineapple BBQ Sauce		
		• Fish Fillet in Thai Sauce		
		• Buttered Vegetables		
		• Fresh Fruits		
• Lemon Ice Tea				
		• Service Water		
490	pax	<b>PM Snacks</b>		
		(MA10)		
		Pancit Canton with 2pcs kutsinta		

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 confirmed 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 ready-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 **November 2023**
3. During the delivery, strictly follow the provisions enumerated in the Terms and Conditions of the PO/ Contract including the Delivery Schedule, and 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.

**VI. 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 of the delivery 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 of the Contract/ Agreement, prepare a Verified Report.

Prepared and submitted by:

  
**KRISETTE ARAH F. DAVID, MD**  
 Medical Specialist III, CESU

Noted by:

  
**ROWENA L. SALAS, MD**  
 City Health Officer II

CONFORME:
_____ Signature over Printed Name
_____ Date

**Note:** This 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