



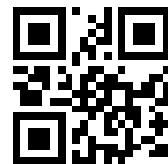
Republic of the Philippines  
Province of Pampanga

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 Pantawid Family Day Celebration on September 2023 in the City of San Fernando, Pampanga**  
Location of the Project : **City Social Welfare and Development Office**

\_\_\_\_\_  
Company Name  
Date : **Sep 8, 2023**  
PR No. : **2023-09-02041**  
\_\_\_\_\_  
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 12, 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
<b>Am Snacks</b>						
1	160	pax	Set MA5 --Special Chicken Sandwich with Lettuce			
<b>Lunch</b>						
2	160	pax	Set MD4 --Chicken Teriyaki (120g) with stir fried monggo sprout and veggies, Banana/pastries, 1 cup Rice			
<b>Pm Snacks</b>						
3	160	pax	Set MA8 --Special Cheese Burger Sandwich regular size			
<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 FOR THE PANTAWID FAMILY DAY CELEBRATION ON SEPTEMBER 2023 IN THE CITY OF SAN FERNANDO, PAMPANGA

#### I BACKGROUND:

The City Social Welfare and Development Office is mandated to care for, protect, rehabilitate, and empower the socially, economically, and physically disadvantaged individuals, families, and communities for an improved quality of life.

**Ordinance No. 2015-011** states the 2015 “Poverty Alleviation Ordinance of the City of San Fernando, Pampanga, providing funds for its implementation and for other purposes.” It’s the declared policy of the CSFP to advance the general welfare and promote the interest of the Fernandinos within the framework of sustainable and integrated development. It is in this concept that it adopts an area-based, sectoral, and focused intervention to poverty alleviation wherein every poor Fernandino family shall be empowered to meet his/her minimum basic needs of health, food, and nutrition, water, and environmental sanitation, income, security, shelter, and decent housing, peace and order, education and functional literacy, participation in governance and family care and psycho-social integrity.

Family Day Celebration – This year’s family day will focus on the Community Garden and Backyard Gardening of the beneficiaries and awarding of best parent leaders. This event will also recognize the efforts of the beneficiaries to give them motivation.

#### II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Meals to be Served for the Family Day Celebration for 2023 in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2023-1870 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **FIFTY-FOUR THOUSAND SEVEN HUNDRED TWENTY PESOS (P54,720.00)**.

#### III. OBJECTIVES

The objectives of the Supply and Delivery of Meals to be served for the Pantawid Family Day Celebration on September 2023 in the City of San Fernando, Pampanga 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 more than four (4) hours; and
2. To encourage and motivate the members of the council to participate in the planning and implementation of programs and services of the City Government of San Fernando.
3. To maintain the program and promote empowerment to each member of the council to become an active partner in different advocacy campaigns and awareness raising for the development of the program.

#### IV. TERMS AND CONDITIONS

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



<b>Qty.</b>	<b>Unit</b>	<b>Item Description/ Specifications</b>	<b>Delivery Date</b>	<b>Location</b>
160	Pax	Am Snacks Set MA5 --Special Chicken Sandwich with Lettuce	September 2023	Onsite
160	Pax	Lunch Set MD4 --Chicken Teriyaki (120g) with stir fried monggo sprout and veggies, Banana/pastries, 1 cup rice	September 2023	Onsite
25	Pax	Pm Snacks Set MA8 --Special Cheese Burger Sandwich regular size	September 2023	Onsite

**a. 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.

**b. 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 from September 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.

c. Inspection and Acceptance

1. The End-user shall accept the delivery with the (1) delivery receipts, and submit them 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:

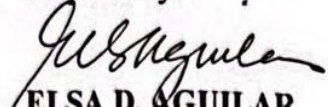
- a. Provide the number of meals required by the project/ program; and
- b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.

The deliverables of the City Government shall be as follows:

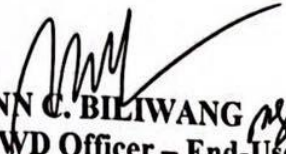
- a. On-time payment of the supplier/ contractor i.e., 15 days after delivery regardless if the delivery is per month or Ordering Agreement.
- b. End-user shall monitor the delivery of requirements.
- c. The Procurement Officer shall assist in the monitoring, delivery, and on- time payment of the supplier.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

  
**ELSA D. AGUILAR**  
Social Welfare Assistant

Approved by:

  
**MARY ANN C. BILIWANG**  
Acting CSWD Officer – End-User

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.*