



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 : **Contract of Service for the Hotel Accommodation with Meals for the Reformulation of the Local Disaster Risk Reduction and Management Plan (LDRRMP) 2024-2029 in the City of San Fernando, Pampanga**

Location of the Project : **City Mayor's Office - City Disaster Risk Reduction and Management Division**

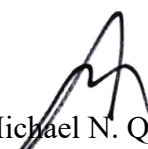
	Date : Sep 8, 2023
Company Name	PR No. : 2023-09-02060
Address	

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:

Jannelle D.A. Tungcab



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 - Hotel Accomodation						
1	20	room(s)	Triple Sharing Room good for 3 pax			
Day 1 - Meals						
2	60	pax	BUFFET LUNCH - Corn Soup, Steam Rice, Garlic Fried Chicken, BBQ Spareribs, Parsley Potato, Brownies AFTERNOON SNACK - Pancit Palabok with Iced Tea or Soda DINNER - Suam na Mais, Pandan Rice, Talong Okra Ampalaya Steam, Fish Steak (Bangus) Inihaw na Liempo, Minatamis na Saging			
Day 2 - Hotel Accomodation						
3	20	room(s)	Triple Sharing Room good for 3 pax			
Day 2 - Meals						



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
4	60	pax	BUFFET BREAKFAST - Tocino, Smoked Fish, Scrambled Eggs, Ensalada, Fried Rice, Coffee or Tea MORNING SNACK - Moche with Coconut Milk, Lemon Grass Hot Tea BUFFET LUNCH - Misua with Sardine Soup, Pandan Rice, Lechon Kawali, Daing na Bangus, Ampalaya Con Karne, Fresh Fruits AFTERNOON SNACK - Bibingka with Lemon Grass Hot Tea BUFFET DINNER - Sinigang na Bayabas Soup, Pandan Rice, Pinakbet, Fried Fish Fillet, Inihaw na Manok, Maja Blanca			
Day 3 - Meals						
5	60	pax	BUFFET BREAKFAST -Beef Tapa, Fried Eggs, Ensalada, Fried Rice, Coffee or Tea MORNING SNACK - Ginataang Bilo-Bilo with Lemon Grass Hot Tea			
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

CONTRACT OF SERVICE FOR THE MEALS AND ROOM ACCOMMODATION FOR THE REFORMULATION OF THE LOCAL DISASTER RISK REDUCTION AND MANAGEMENT PLAN (LDRRMP) 2024-2029 IN THE CITY OF SAN FERNANDO, PAMPANGA.

I.BACKGROUND

RA 10121, mandates the formulation of Local DRRM Plan in every city and municipality. The said document will serve as a road map and guide on how disaster risk reduction and management will contribute towards a disaster-resilient city. The state of DRRM in the city is dynamic and continuously changing, therefore, it is essential to revisit and reformulate the plan for the year 2023-2028 in order to ascertain that the programs/projects/activities stipulated were implemented and are aligned with the current conditions and circumstances.

This reformulation will ensure that the LDRRM Plan is creating a proactive response to the risk and vulnerabilities present in the city.

II.BUDGETARY REQUIREMENT

The Budgetary Requirement for the Contract of Service for the Meals and Room Accommodation for the Reformulation of the Local Disaster Risk Reduction and Management Plan (LDRRMP) 2024-2029 in the City of San Fernando, Pampanga, is included in the PPMP in the amount of TWO HUNDRED NINETY NINE THOUSAND (P 299,000.00).

III.OBJECTIVES

- To provide an accommodation and supply the meals needed during the training
- To effectively and efficiently conduct the activity/program.

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
40	rooms	Triple Sharing Room (3 pax/room)	September 2023	Clark, Pampanga
60	pax	Day 1 Buffet Lunch Afternoon Snack Dinner		
60	pax	Day 2 Buffet Breakfast Morning Snack Buffet Lunch Afternoon Snack Buffet Dinner		
60	pax	Day 3 Buffet Breakfast Morning Snack		

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 venue 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 schedule 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 service delivery period.
2. The contract of service shall be within September 2023.
3. During the contract of service, strictly follow the provisions enumerated in the Terms and Condition of the PO/ Contract including the service delivery, Penalty, among others.
4. In case there is a change in the service delivery schedule, 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 and to immediately notify the supplier/ contractor in case of any concerns before the acceptance.

d. Inspection and Acceptance

1. The CGSO-PSMD shall inspect the venue during the delivery of service
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. Deliver the services provided in the Terms of References; and
- b. Strictly follow the schedule of service delivery and timely provision of requirements based on the 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 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:


RAYMOND B. DEL ROSARIO
LDRRMO IV

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.