



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 Mipanantabe keng Fernandino (Interaksyon, Kapihan at Talakayan sa Barangay) in the City of San Fernando, Pampanga subject to Ordering Agreement**

Location of the Project : **City Mayor's Office**

Company Name

Address

Date : **Sep 15, 2023**

PR No. : **2023-09-02115**

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 19, 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
1	6363	pax	Set MA9-AB3 Pancit Guisado with 2pcs. puto pao 330ml mineral water			
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

Project Title : **Supply and Delivery of Meals to be served for the Mipanantabekeng Fernandino (Interaksyon, Kapihan at Talakayan sa Barangay) in the City of San Fernando, Pampanga subject to Ordering Agreement**

Project Location: **City of San Fernando, Pampanga**

Background:

In compliance with the provisions stated in Section 455, Article I, Chapter III of the Local Government Code of 1991, wherein the City Mayor shall exercise its duties for the efficient, effective and economical governance the purpose of which is the general welfare of the city and its inhabitants pursuant to Section 16 of the same, our City Mayor is doing its very best to level up its delivery of quality basic services to its constituents. The conception of this program mainly brings easy access of the City's projects and activities to the Fernandinos, through this "interaksyon sa barangay". The City's programs, projects and activities such as the availment of the Kayabe Cards, health services, veterinary and agricultural services, job related services, among others will be brought directly to each Barangay of the City. This program become a link to identify basic necessities of our constituent's essential on strategic planning of the City in bringing basic services to its people.

The City of San Fernando would like to reach out to its informal barangay leaders and different sectoral groups in implementing programs that will improve the lives of Fernandinos. Also, this event establishes strong coordination between the City and leaders of each Barangay together with their constituents toward effective and efficient governance as it will discuss issues and programs that could help them improve their well-being and the City as a whole especially during the pandemic were most of the Fernandinos lost their source of income. Through this event, we encourage Fernandinos to be involved in realizing our thrust for inclusive development.

I. OBJECTIVE

- To have discussion between the City Mayor, Government officials, sectoral members, barangay officials and Fernandinos on the Kayabe Card inclusivity
- To bring easy access of service to our constituents by bringing them directly to their barangays;
- To maintain the line of coordination between the City Government and Barangay Officials.

Budgetary Requirements:

The Approved Budget for the Supply and Delivery of Meals to be served for the Mipanantabekeng Fernandino (Interaksyon, Kapihan at Talakayan sa Barangay) in the City of San Fernando, Pampanga subject to Ordering Agreement is included in the PPMP with Reference Number 2023-2630 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of P998,991.00 amount in figure or Nine Hundred Ninety Eight Thousand Nine Hundred Ninety One Pesos amount in words.

TERMS OF REFERENCE

Project Title : **Supply and Delivery of Meals to be served for the Mipanantabekeng Fernandino (Interaksyon, Kapihan at Talakayan sa Barangay) in the City of San Fernando, Pampanga subject to Ordering Agreement**
Project Location: **City of San Fernando, Pampanga**

Minimum Requirement for the Supplier

1. The Supplier must ensure the specifications and schedule of requirements indicated in the Purchase Order.

A. The Supplier must ensure the following details:

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	pax	Set MA9-AB3 Pancit Guisado with 2pcs. puto pao 330ml mineral water	6,363	157.00	P998,991.00
SUBTOTAL: P998,991.00					

2. The concerned office thru the Designated Procurement Officer will inform the supplier for the whole details of the delivery at least 1 – 2 days before the event to provide the order as per approved Delivery Order Contract and Order List.
3. The supplier must be open for any changes and cancellation of orders for the unforeseen circumstances.
4. The supplier must provide a water dispenser.
5. The supplier must be compliant with the IATF Health and Safety Protocols.
6. The Supplier must follow the procurement, delivery and inspection procedure set by the City Government of San Fernando, Pampanga for procured good and services.

Deliverables by the Supplier and City Government

The deliverables of the supplier shall be as follows:

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

TERMS OF REFERENCE

Project Title : Supply and Delivery of Meals to be served for the Mipanantabekeng Fernandino (Interaksyon, Kapihan at Talakayan sa Barangay) in the City of San Fernando, Pampanga subject to Ordering Agreement

Project Location: City of San Fernando, Pampanga

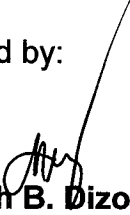
The deliverables of the City Government shall be as follows:

- a. On- time payment of the supplier i.e., 15 days after delivery regardless if the delivery is per month or Ordering Agreement.
- b. End- user shall monitor the delivery and completeness of requirements and documents to avoid delays.
- 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.

TERMS OF REFERENCE

Project Title : **Supply and Delivery of Meals to be served for the Mipantabekeng Fernandino (Interaksyon, Kapihan at Talakayan sa Barangay) in the City of San Fernando, Pampanga subject to Ordering Agreement**
Project Location: **City of San Fernando, Pampanga**

Prepared by:


Maribeth B. Dizon
Designated Procurement Officer

Noted by:


Reymundo M. Hipolito Jr.
Chief of Staff

Conforme:

Signature Above 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.