



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 Barangay Consultative Meeting of the Office of the City Vice Mayor in the City of San Fernando on October 2023**

Location of the Project : **Office of the City Vice- Mayor**

	Date :	<b>Sep 15, 2023</b>
	PR No. :	<b>2023-09-02149</b>
Address		

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Friday, September 22, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Lorraine Kate M. Escoto

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	330	pax	Set BC1 --Pot Roast Beef with mushroom Gravy, Fish Fillet with sweet and sour Sauce, Chicken Teriyaki, Stir Fried Mongo Sprout and Vegetables, Pork Steak with mushroom, Pandan Rice, Fruit Salad/Fruits/Leche Flan. Lemon Ice Tea			
<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 BARANGAY CONSULTATIVE MEETING OF THE OFFICE OF THE CITY VICE MAYOR IN THE CITY OF SAN FERNANDO ON OCTOBER 2023**

#### **I. BACKGROUND**

In its role in the organization under the Public Governance System, the Office of the City Vice Mayor aims for a participatory governance. Thus, the Office of the City Vice Mayor conducts several consultative meetings every month with various stakeholders from different barangays.

The meetings are instrumental in translating public sentiments and provide mechanisms for information and consultations which are pivotal to the attainment of a dynamic legislature.

#### **II. OBJECTIVE**

To provide packed/buffet/catered meals/water/coffee for invitees, guest and participants of the barangay consultative meetings.

#### **III. SCOPE OF SERVICES**

1. The City Government of San Fernando shall engage to the services of a supplier for the provision of snacks to be used during the barangay consultative meetings throughout the year.
2. If the procurement process reaches the ensuing year, observe that the allowed delivery is only up to what is stipulated in the contract.
3. All packed meals must be in a clean, presentable and sealed containers.

#### **IV. DELIVERY BY PROVIDER AND THE CITY GOVERNMENT**

1. The deliverables of the supplier/ contractor shall be as follows:
  - Provide the items being required by the contractor
  - Assign a representative who will coordinate and comply with all the documentary requirements of the project such as signing of contract, notice to proceed and other pertinent documents
  - Send picture of delivery meals to City Services Office (CGSO) storage division
2. The deliverable of the city Government shall be:
  - Serve as the Secretariat
  - Provide payment upon the completion of the service and appropriate billing documents

Prepared and submitted by:

  
**Janet Arozado**  
Administrative Aide IV

Checked by:

  
**Carmelisa T. Santiago**  
Executive assistant I

Noted by:

  
**Hon. Benedict Jasper Simon Lagman**  
City Vice Mayor

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/proaram might be affected as well as the performance of the supplier/contractor.*