



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 3rd Quarter Values Enrichment Course 2023 in the City of San Fernando, Pampanga**

Location of the Project : **City Human Resource Management Office**

Company Name

Address

Date : **Sep 18, 2023**

PR No. : **2023-09-02160**

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:

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 |
|----------------------|-----|------|---|---------|------------|-------|
| 1 | 234 | pax | Set ME2 Beef Caldereta Mixed Vegetable Banana/pastries 1 cup Rice | | | |
| 2 | 233 | pax | Set MC1 Pancit Palabok with chicken sandwich | | | |
| 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

SUPPLY AND DELIVERY OF MEALS TO BE SERVED FOR THE 3RD QUARTER VALUES ENRICHMENT COURSE 2023 IN THE CITY OF SAN FERNANDO, PAMPANGA

I. BACKGROUND

Placing it as the top in the 10- Point Agenda of the Caluag Administration, the City Government of San Fernando, Pampanga is fully committed to be an exemplar of “*Good Governance*”. With this in mind, the City Government through the City Human Resource Management Office will resume the face-to-face conduct of the quarterly Values Alignment Program 2023.

This year’s program focuses on the importance and full observance of Republic Act 6713 otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees including the Civil Service Law and Rules and other topics that will promote delivery of excellent service to Fernandinos.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the SUPPLY AND DELIVERY OF MEALS TO BE SERVED FOR THE 3RD QUARTER VALUES ENRICHMENT COURSE 2023 IN THE CITY OF SAN FERNANDO, PAMPANGA shall be charged to the Values Enrichment Course Fund and is included in the PPMP with Code No. 2023-1062 and is already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of Eighty-One Thousand Two Hundred Fifty-Eight Pesos (P 81,258.00) only.

III. TERMS AND CONDITIONS

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

- a. Specifications/ Schedule of Requirements
- b.

| Qty. | Unit | Item Description/ Specifications | Delivery Date | Location |
|------|------|--|---|-------------------|
| 233 | pax | Set MC1 Pancit Palabok with chicken sandwich | 15 days upon approval of Purchase Order and Notice to Proceed | Heroes Hall, CSFP |
| 234 | pax | Set ME2 Beef Caldereta Mixed Vegetable Bananan/pastries 1 cup Rice | | |

- c. 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 conformed 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 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.

- d. 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 15 days upon approval of Purchase Order and Notice to Proceed.
3. During the delivery, strictly follow the provisions enumerated in the Terms and Condition of the PO/ Contract including the Delivery Schedule, Penalty, among others.

4. In case that 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.

e. Inspection and Acceptance

1. The End- user shall accept the delivery with the delivery receipts, and submit immediately to the Inspector or CGSO- PSMD together with two (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

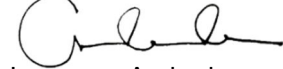
The deliverables of the supplier/ contractor shall be as follows:

- a. Provide the 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.

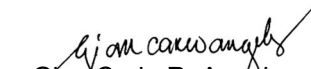
The deliverables of the City Government shall be as follows:

- a. On-time payment of the supplier/ contractor i.e., 15 days after delivery regardless 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:


 Laurence Andrade
 Procurement Officer- CHRMO

Approved by:


 Gian Carlo R. Angeles
 Acting CHRMO Officer

| |
|--------------------------------------|
| 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.