



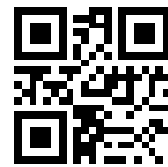
Republic of the Philippines
Province of Pampanga

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 Sanduguan Meeting on October 2023 in the City of San Fernando, Pampanga**
Location of the Project : **City Agriculture and Veterinary Office**

Company Name Date : **Oct 3, 2023**

PR No. : **2023-10-02279**

Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, October 9, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by: **Jannelle D.A. Tungcab** Approved by: 
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
AM SNACK						
1	100	pax	Set MC4 1 cup Goto w/ 1/2 cup Tokwa't Baboy 1 Coke in Can			
Lunch						
2	100	pax	Set MF4 Chicken Teriyaki 3 pcs Spring rolls/Lumpiang Shanghai Banana/pastries 1 cup Rice 1 Coke in Can			
PM Snack						
3	100	pax	Set MB 15 1 cup Sinantan with 2pcs inangit 1 Coke in Can			
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

OFFICE : CITY AGRICULTURE AND VETERINARY OFFICE

PROJECT : Supply and Delivery of meals to be served during Sanduguan Meeting on October 2023 in the City of San Fernando Pampanga

DATE : October 2023

The City Agriculture and Veterinary Office intends to procure Meals to be served during Sanduguan Meeting in the City of San Fernando, Pampanga following the specific Terms of Reference for the procurement.

QUANTITY/ DESCRIPTION

Item Description	UOM	Qty	Unit Cost	Total	Group
Set MC4 1 cup Goto w/ 1/2 cup Tokwa't Baboy 1 Coke in Can	pax	100	223.5	22,350.00	AM SNACK
Set MF4 Chicken Teriyaki 3 pcs Spring rolls/Lumpiang Shanghai Banana/pastries 1 cup Rice 1 Coke in Can	pax	100	253.5	25,350.00	Lunch
Set MB 15 1 cup Sinantan with 2pcs inangit 1 Coke in Can	pax	100	223.5	22,350.00	PM Snack

APPROVED BUDGET

- The approved Budget for the contract is P 70,050.00 for the Meals inclusive of all applicable taxes' insurances/bonds, permits, licenses, and or other miscellaneous expenses and costs on the required Sanduguan Meeting in the City of San Fernando, Pampanga.

DELIVERY/ IMPLEMENTATION PERIOD

1. Strictly observe the “No Purchase Order (PO)/ Contracts, No Delivery” Policy and comply with the delivery period.
2. 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.
3. In case there is a change in the Delivery Schedule and specifications, the Enduser through the Procurement Officer shall coordinate with the CGSO- Procurement Management Division (PMD) for the latter to advise the supplier/ contractor regarding the concern.
4. Coordination with the supplier/ contractor shall be the function of the CGSO- PMD as its mandate.
5. For onsite delivery, ensure the coordination with the Inspector from the CGSO- Property, and Supply Management Division (PSMD) for the inspection of the delivery

INSPECTION AND ACCEPTANCE

1. The End- the user shall accept the delivery with the (1) delivery receipts, and submit them immediately to the Inspector or CGSO- PSMD together with the photo documentation of the delivery.

Such documents will be used in notifying the concerned offices of the delivery such as the City Accountant’s Office (CAccO) and Commission on Audit (COA) to include the same in the Payables.

DELIVERABLES BY THE SUPPLIER/CONTRACTOR AND THE CITY GOVERNMENT

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

- a. Deliveries should be made within office hours and on regular working days on or before the stipulated date in the PO unless otherwise specified for a valid reason why the same cannot be complied with 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-users 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.

Evaluate the performance of the supplier/ contractor and in case there is a violation to the Contract/ Agreement, prepare a Verified Report


CRISTINA A. SANGUMAY
City Agriculturist

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.

CONFORME:

Signature over Printed Name

Date _____

