



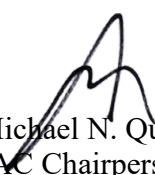
REQUEST FOR QUOTATION

(FM-CSFP-CGSO-39; Revision No.03; 04/01/2022)

Project Title : **Supply and Delivery of Meals to be served for the Other Meetings of SP members for 4th Quarter of 2023 in the City of San Fernando, Pampanga**
Location of the Project : **Office of the Sangguniang Panlungsod**

Company Name _____ Date : **Oct 13, 2023**
PR No. : **2023-10-02392**
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, October 17, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by: _____ Approved by: 
Jeffrey Ross M. Navarro Engr. Michael N. Quizon, Jr.
Administrative Assistant III (Buyer III) 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	50	pax	Set BA1 Steamed Rice Roast Beef Chicken Terriyaki Fish fillet w/ Creamy White Sauce Fruits Drinks			
2	50	pax	Set BA2 Steamed Rice Beef Broccoli Chicken Fillet BBQ Ribs Dessert Drinks			
3	50	pax	Set BA3 Steamed Rice Beef Stroganof Shrimp w/ Broccoli Rosemary Chicken Dessert Drinks			
4	50	pax	Set BA4 Steamed Rice Beef Kaldereta Pork Asado Spring Rolls Dessert Drinks			



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 Other Meetings of SP members for 4th Quarter of 2023 in the City of San Fernando, Pampanga**

Location of the Project : **Office of the Sangguniang Panlungsod**

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
5	50	pax	Set BA5 Steamed Rice Pork Sisig Fried Tilapia w/ Buro, Talong, Okra, Ampalaya Chicken Asado Dessert Drinks			
6	50	pax	Set BA6 Steamed Rice Pork Ribs BBQ Buttered Vegetables Garlic chicken Dessert Drinks			
7	50	pax	Set BA7 Steamed Rice Pork Ribs BBQ Suam Mais Fried Galunggong Chicken BBQ Dessert Drinks			
8	50	pax	Set BB1 Beef w/ broccoli Tropical Chicken w/ Mashed Potato Toppings Fish Fillet in Sazechuan Sauce Rice Banana Drinks			
9	16	pax	Set BA1 Steamed Rice Roast Beef Chicken Terriyaki Fish fillet w/ Creamy White Sauce Fruits Drinks			
Total Amount:						

After having carefully read and accepted your General Conditions, I quote you on the item at prices noted above.



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 Other Meetings of SP members for 4th Quarter of 2023 in the City of San Fernando, Pampanga**
Location of the Project : **Office of the Sangguniang Panlungsod**

Printed Name/ Signature

Tel No./ Cellphone No.

Date

TERMS OF REFERENCE

SUPPLY AND DELIVERY OF MEALS TO BE SERVED FOR THE OTHER MEETING MEETINGS OF SP MEMBERS FOR THE 4TH QUARTER OF 2023 IN THE CITY OF SAN FERNANDO, PAMPANGA

I.BACKGROUND

Pursuant to the Republic Act No. 7160 otherwise known as the Local Government Code of 1991 particularly Chapter 3 Section 48, *Local legislative power shall be exercised by the Sangguniang Panlalawigan for the province; the Sangguniang Panlungsod for the city; the Sangguniang bayan for the municipality; and the Sangguniang Barangay for the Barangay.*

Further, Section 458 (a) of the Code provides that *the Sangguniang Panlungsod, as the legislative body of the city, shall enact ordinances, approve resolutions and appropriate funds for the general welfare of the city and its inhabitants pursuant to section 16 of the Code and in the proper exercise of the corporate powers of the city as provided for under section 22 of the Code, and shall: (1) Approve ordinances and pass resolutions necessary for an efficient and effective city government, among others.*

Prior to the enactment of local legislations, conduct of meetings are deemed necessary hence, this Office is proposing for the Supply and Delivery of Meals to be served for the Other Meeting of SP Members for the 4TH Quarter of 2023.

II.BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Meals to be served for the Other Meeting of SP Members for the 4th Quarter of 2023 in the City of San Fernando, Pampanga is included in the PPMP with NO. 2023-775 and already included in the Annual Procurement Plan (APP) of the City Government, which is the amount of **ONE HUNDRED SIXTY-FOUR THOUSAND SEVEN HUNDRED THIRTY-SIX PESO (P164,736.00)**

III.OBJECTIVES

The objectives of the Supply and Delivery of Meals to be served for the Other Meeting of SP Members for the 4th Quarter of 2023 in the City of San Fernando, Pampanga are as follows:

1. To ensure that meals are served during the meeting considering that it is a policy of the City Government that provision of meals is allowed if the duration of the meeting is more than four (4) hours; and
2. To ensure the continuous efficiency and active participation of the attendees.

IV.SCOPE OF SERVICES

1. Provision of packed meals to be served to the attendees.
2. All packed meals must be in a clean, presentable, and sealed containers.

V.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
416	Pax	Meals (A.M. Snacks)(P.M Snacks)(Lunch) Drinks	October 1-31 to December 1- 31 least 1 hour before the schedule of the meeting	Office of the Sangguniang Panglungsod, Heroes Hall, CSFP

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 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.

c. 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 for October 1 to 31 to December 1-31, 2023, at least 1 hour before the schedule of the meeting.
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 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.

d. Inspection and Acceptance

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

VI.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 by:


AIREN L. BALINGIT
Supplies and Property officer/ Procurement

Approved by:


MARLENE M. YALUNG
Admin Officer, W-End-User

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.