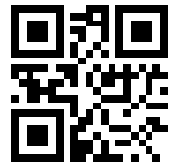




REQUEST FOR QUOTATION

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



Project Title : **Supply and Delivery of Meals to be served during the General Assembly 2023 Executive Committee Series of Meetings in the City of San Fernando, Pampanga subject to Ordering Agreement**
Location of the Project : **City Human Resource Management Office**

Company Name _____ Date : **Oct 19, 2023**
PR No. : **2023-10-02483**
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 23, 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	60	pax	Set MC8 Seafood Marinara with Ham and Cheese Sandwich			
2	60	pax	Set MC9 Lasagna with 4pcs Garlic Bread			
3	30	pax	Set MC5 1 cup Carbonara with clubhouse sandwich			
4	60	pax	Set MB14 1 cup Beef Mami and Ham Sandwich			
5	60	pax	Set MB10 1 cup Chicken egg Arrozcaldo w 2pcs Puto			
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 DURING THE GENERAL ASSEMBLY 2023 EXECUTIVE COMMITTEE SERIES OF MEETINGS IN THE CITY OF SAN FERNANDO, PAMPANGA SUBJECT TO ORDERING AGREEMENT

I. BACKGROUND

As the City Government yet again enters the final quarter of the year 2023 as one of the top performing cities in the country in terms of delivering excellent social services, integrating information technology, good fiscal handling and developing its business environment, it once again prepares to evaluate and assess its previous programs and projects to come up with more effective strategic plans that will be implement in the succeeding year. This is done through its annual General Assembly.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the SUPPLY AND DELIVERY OF MEALS TO BE SERVED FOR THE GENERAL ASSEMBLY 2023 EXECUTIVE COMMITTEE MEETINGS IN THE CITY OF SAN FERNANDO, PAMPANGA shall be charged to the CHRMO Representation Expense and is included in the PPMP with Code No. 2023-3863 and is already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of Fifty Five Thousand Eighty Pesos (P 55,080.00) 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

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
60	pax	Set MB14 1 cup Beef Mami and Ham Sandwich	every Monday, after the flag rites starting October 16 to December 4, 2023	Tiburcio Hilario Conference Room, Heroes Hall, CSFP
60	pax	Set MC8 Seafood Marinara with Ham and Cheese Sandwich		
60	pax	Set MB10 1 cup Chicken egg Arrozcaldo w 2pcs Puto		
60	pax	Set MC9 Lasagna with 4pcs Garlic Bread		
30	pax	Set MC5 1 cup Carbonara with clubhouse sandwich		

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 every Monday starting October 16, 2023 to December 4, 2023.
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.

d. 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:

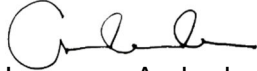
- a. Provide the quantity of meals being required by the project/ program; and
- b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.

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.

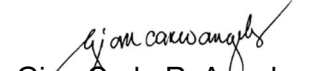
- c. The Procurement Officer shall assist in the monitoring, delivery and on-time payment of the supplier.
- d. Provide necessary and readily- available documents such as during the conduct of post- audit.
- e. Evaluate the performance of the supplier/ contractor and in case there is a violation to the Contract/ Agreement, prepare a Verified Report.

Prepared and submitted by:



Laurence Andrade
Procurement Officer- CHRMO

Approved by:



Gian Carlo R. Angeles
Acting CHRM 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.