



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 Tokens to be given to the participants for the Anti-Discrimination with Disability People on October 2023 in the City of San Fernando, Pampanga**

Location of the Project : **City Mayor's Office**

Company Name	Date : <b>Oct 20, 2023</b>
Address	PR No. : <b>2023-10-02569</b>

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 24, 2023 8:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by: **Camille C. Mendiola**

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
1	150	sack(s)	<b>BUKO Pandan Rice</b>  Specifications: 1. Grading Quality-98% Head Rice, 2% Brokens 2. Milling Degree- Well Milled (clean) 3. Grain Type- Long grain 4. Color- White/Polished 5. Age- Laon/Semi-Laon 6. Appearance (cooked rice)-Tender 7. Taste (cooked rice)-Sweet 8. Packaging- 5kilos per pack			
<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

Project Title : **Supply and Delivery of Tokens to be given to the participants for the Anti-Discrimination with Disability People on October 24, 2023 at Heroes Hall, City of San Fernando, Pampanga**

Project Location: **City of San Fernando, Pampanga**

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### **Background:**

The RA 7277 An act providing for the rehabilitation, self- development and self-reliance of disabled persons and their integration into the mainstream of society and for other purposes.

### **Objective/s**

The activity aims to:

- To conduct consultations, assessment and discussion to have knowledge and information concerning the right of pwd.
- To equip basic knowledge and enhance understanding on PWD's advocacy to be effective supporters and collaborators.
- To extend economic subsidy and assistance to special cases and disadvantaged pwd.

### **Budgetary Requirements:**

The Approved Budget for the Supply and Delivery of tokens/output prizes for the **Supply and Delivery of Tokens to be given to the participants for the Anti-Discrimination with Disability People on October 24, 2023 at Heroes Hall, City of San Fernando, Pampanga** is included in the PPMP with Reference Number 2023-3766 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of P60,000.00 amount in figure or Sixty Thousand Pesos amount in words.

### **Minimum Requirement for the Supplier**

1. The Supplier must ensure the specifications and schedule of requirements indicated in the Purchase Order.
  - A. The Supplier must ensure the following details:

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	pc(s)	Buko Pandan Rice (5kg)	150	400	60,000
					TOTAL: P60,000

2. The concerned office thru the Designated Procurement Officer will inform the supplier for the whole details of the delivery at least 1 – 2 days before the event to provide the order as per approved Delivery Order Contract and Order List.
3. The supplier must be open for any changes and cancellation of orders for the unforeseen circumstances.
4. The supplier must be compliant with the IATF Health and Safety Protocols.
5. The Supplier must follow the procurement, delivery and inspection procedure set by the City Government of San Fernando, Pampanga for procured good and services.

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**Deliverables by the Supplier and City Government**

The deliverables of the supplier shall be as follows:

- a. Provide the quantity of the Buko Pandan Rice (5kg) 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 i.e., 15 days after delivery regardless if the delivery is per month or Ordering Agreement.
- b. End- user shall monitor the delivery and completeness of requirements and documents to avoid delays.
- 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:

  
**Walter C. Navarro**  
Procurement Officer

Noted by:

  
**REYMUNDO M. HIPOLITO JR.**  
Chief of Staff

Conforme:

\_\_\_\_\_  
Signature Above 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.*