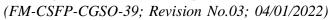


Project Title:

Republic of the Philippines Province of Pampanga

City of San Fernando Office of the Bids and Awards Committee

REQUEST FOR QUOTATION



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 S Fernando, Pampanga Location of the Project: City Mayor's Office									
			Company Name	Date :		Oct 20, 2023			
				PR No. :		2023-10-02569			
			Address						
represe	ntativ	e not late	west price on the item/s listed below and sur than Tuesday, October 24, 2023 8:00 AM at rando, Pampanga.						
Canvas	•		Approved by	7:	A				
NOTE:		1. ALL ENT 2. DELIVER 3. WARRAN DATE OF	nille C. Mendiola RIES MUST BE READABLE RY PERIOD WITHINCALENDAR DAYS TY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES F ACCEPTANCE BY THE PROCURING ENTITY ALIDITY SHALL BE FOR A PERIOD OFCALENDAR DAYS		Chairperson	,			
Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total			
1	150	sack(s)	BUKO Pandan Rice						
			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						
		I		Total Amount	:	<u>I</u>			
After 1	having	carefully	read and accepted your General Conditions, I o			as 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

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

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

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: Conforme:

REYMUNDO M. HIPOLITO JR.

Chief of Staff 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.