



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 Kayabe Ka: Symposium Caravan for Child Protection in coordination with schools and barangays of the Special Drug Education Center for 2023 in the City of San Fernando, Pampanga**

Location of the Project : **City Social Welfare and Development Office**

Company Name \_\_\_\_\_ Date : **Oct 25, 2023**

PR No. : **2023-10-02598**

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 31, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

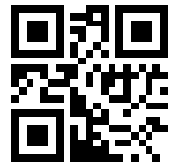
Canvassed by: \_\_\_\_\_ Approved by:

Janelle D.A. Tungcab

  
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 MB1-AB3 --Big size Cheese Burger with TLC, 330ml mineral water			
2	60	pax	Set MB2-AB3 --1 cup Pancit Palabok with 2 pcs. Puto Pao, 330ml mineral water			
3	60	pax	Set MB3-AB3 --1 cup Pancit Bihon with 2 pcs turon, 330ml mineral water			
4	60	pax	Set MB4-AB3 --1 cup Pancit Canton with 2 pcs siomai, 330ml mineral water			
5	60	pax	Set MB1-AB3 --Big size Cheese Burger with TLC, 330ml mineral water			
6	60	pax	Set MB2-AB3 --1 cup Pancit Palabok with 2 pcs. Puto Pao, 330ml mineral water			
7	60	pax	Set MB3-AB3 --1 cup Pancit Bihon with 2 pcs turon, 330ml mineral water			
8	60	pax	Set MB4-AB3 --1 cup Pancit Canton with 2 pcs siomai, 330ml mineral water			
9	60	pax	Set MB1-AB3 --Big size Cheese Burger with TLC, 330ml mineral water			
10	60	pax	Set MB2-AB3 --1 cup Pancit Palabok with 2 pcs. Puto Pao, 330ml mineral water			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
11	60	pax	Set MB3-AB3 --1 cup Pancit Bihon with 2 pcs turon, 330ml mineral water			
12	60	pax	Set MB4-AB3 --1 cup Pancit Canton with 2 pcs siomai, 330ml mineral water			
13	60	pax	Set MB1-AB3 --Big size Cheese Burger with TLC, 330ml mineral water			
14	60	pax	Set MB2-AB3 --1 cup Pancit Palabok with 2 pcs. Puto Pao, 330ml mineral water			
15	60	pax	Set MB3-AB3 --1 cup Pancit Bihon with 2 pcs turon, 330ml mineral water			
<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

### **SUPPLY AND DELIVERY OF MEALS TO BE SERVED FOR THE KAYABE KA: SYMPOSIUM CARAVAN FOR CHILD PROTECTION IN COORDINATION WITH SCHOOLS AND BARANGAYS OF SPECIAL DRUG EDUCATION CENTER (SDEC) FOR 2023 IN THE CITY OF SAN FERNANDO, PAMPANGA.**

#### **I.BACKGROUND**

The City of San Fernando is very optimistic in addressing the uprising problem in the community. Through the City Social Welfare and Development Office (CSWD) the continuous advocacy of the city will be carried out thru various services that will enable this young people to maximize their potentials and actualize their duties. This can be supported on the Community Drug Abuse Rehabilitation Program which was initiated by the city. Such program has provision to implement community-based intervention among substance users using the four (4) dimensions; Physical and medical Dimension, Psychosocial, Spiritual and Vocational and Educational Dimension. This is in response to the mandate of Dangerous Drugs Board Regulation No.4 Series of 2016. Whereas, in accordance to Article IV, Section 46 of Republic Act No. 9165 known as Comprehensive Dangerous Drugs Act of 2002 states the establishment of Special Drug Education Center (SDEC) where drug prevention programs and activities be conducted for Out of School, Youth and street children.

The SDEC is a community-based facility which serves as a venue in promoting preventive and developmental services for the out of school youth, street children and for outpatient youth reformist. This aims to enable them to cope with the challenges of adolescence particularly their vulnerability to drug and substance abuse. It imparts the value of community and imbibes leadership skills by teaching them to serve as positive role models in rejecting the lure of drugs and in leading healthy and productive lives.

#### **II.BUDGETARY REQUIREMENT**

The budgetary requirement for the Supply and delivery of Meals to be served for the Kayabe Ka: Symposium Caravan for Child Protection in Coordination with Schools and Barangays of Special Drug Education Center (SDEC) for 2023 in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2023-3849 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **ONE HUNDRED FORTY-ONE THOUSAND THREE HUNDRED (Php141,300.00)**

#### **III.OBJECTIVES**

- To establish Special Drug Education Center which shall promote Community-Based programs for drug abuse prevention, with the end in view of educating the OSY, street children as well as other substance users regarding the pernicious effects of drug abuse, thereby contributing their total development as self-reliant and socially responsible member in the society.

#### **IV.TERMS AND CONDITIONS**

During the procurement process and delivery/ implementation of the contract thru ordering agreement schedule, the end-user and the supplier/ contractor shall:

- a. Specifications/ Schedule of Requirements

Qty.	Unit	Item Description/ Specifications	Date	Location
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60	pax	Set MBI-AB3 --Big size cheese burger with TLC, 330ml mineral water	November - December 2023	Onsite
60	pax	Set MB2-AB3 --1 cup pancit palabok with 2 pcs. Puto pao, 330ml mineral water		
60	pax	Set MB3-AB3 --1cup pancit bihon with 2pcs turon, 330ml mineral water		
60	pax	Set MB4-AB3 --1cup pancit canton with 2pcs siomai, 330ml mineral water		
60	pax	Set MB1-AB3 --big size cheese burger with TLC,330ml mineral water		
60	pax	Set MB2-AB3 --1cup pancit palabok with 2 pcs. Puto pao, 330ml mineral water		
60	pax	Set MB3-AB3 --1cup pancit bihon with 2 pcs turon, 330ml mineral water		
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60	pax	Set MB1-AB3 --big size cheese burger with TLC, 330ml mineral water		
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60	pax	Set MB3-AB3 --1cup pancit bihon with 2 pcs turon, 330ml mineral water		
60	pax	Set MB4-AB3 --1cup pancit canton with 2 pcs siomai, 330ml mineral water		
60	pax	Set MB1-AB3 --big size cheese burger with TLC, 330ml mineral water		
60	pax	Set MB2-AB3 --1 cup pancit palabok with 2 pcs. Puto pao, 330ml mineral water		
60	pax	Set MB3-AB3 --1 cup pancit bihon with 2 pcs turon, 330ml mineral water		

**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 base on the procurement schedule including this TOR duly signed by the end- user and conformed by the supplier/ contractor.
  3. If the procurement process reaches the ensuing year, observe that the allowed transaction 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 to supply the requirements upon issuance of DOC.
  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)/ Delivery Order Contract (DOC), No Delivery" Policy and comply with the delivery period.
  2. The Delivery Period shall be from November 2023, and the contract shall end by the end of December 2023. By the end of the contract, the end- user can no longer prepare Order List and no DOC will be issued for the purpose.
  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.

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.

## **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 the 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 the delivery.
- b. End- user shall monitor the delivery.
- c. The Procurement Officer shall assist in the monitoring and on- time payment of the supplier/ contractor.
- 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:

*[Signature]*  
**CLAUDINE S. MANLUTAC**  
 Social Welfare Officer I

Approved by:

*[Signature]*  
**MARY ANN C. BILIWANG**  
 Acting CSWD Officer/End-User

<b>CONFORME:</b>
_____ 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.**