



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 during the Agency Family Day on November 2023 in the City of San Fernando, Pampanga**  
Location of the Project : **City Human Resource Management Office**

\_\_\_\_\_  
Company Name Date : **Nov 3, 2023**  
\_\_\_\_\_  
PR No. : **2023-10-02526**  
\_\_\_\_\_  
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, November 7, 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	1800	pax	Double Party burger with cheese, soda drink			
2	1800	pax	Korean chicken, spring rolls with peanut sauce, Buko pandan and rice			
<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 DURING THE AGENCY FAMILY DAY ON NOVEMBER 2023 IN THE CITY OF SAN FERNANDO, PAMPANGA**

#### **I. BACKGROUND**

Being true to the Fernandino values, the City Government of San Fernando has always given prime importance on the preservation of family-centered culture and traditions. Likewise, it is said that family is the integral part of the society. In every family, there is a parent that leads and guides it as it cultivates and grow. Consequently, in an agency, the Local Chief Executive, being the parent, plays a major role in setting the direction of her family and in nurturing the harmonious relationship within.

It is on this note, that the City Government deems it necessary to conduct its Agency Family Day. This activity is aimed at enhancing better rapport between their co-employees and superiors as they rekindle and fortify their ties with their workplace family.

Moreover, pursuant to CSC MC 04, Series 2023, the Civil Service Commission also emphasized the conduct of the Official Agency Family Day as part of employee engagement, to show the agency's gesture of gratitude to the loyalty and hard work of all its civil servants. This activity is also focused on setting up an environment wherein the members could foster better relationship. This, in effect, contributes to the holistic molding of the human resource towards the attainment of the City's agenda specifically "Good Governance".

In view of the above, the City Government shall hold a half-day celebration deemed necessary to recognize all the hardworking and dedicated city government employees.

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

The Budgetary Requirement for the Supply and Delivery of Meals to be served during the Agency Family Day on November 2023 in the City of San Fernando, Pampanga shall be charged to the City Human Resource Management Office's Fund for Health and Wellness Program and is included in the PPMP with Code No. 2022-3794 and is already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of NINE HUNDRED NINETY-NINE THOUSAND PESOS ONLY (P 999,000.00).

#### **III. OBJECTIVE**

The MEALS shall be utilized during the conduct of Agency Family Day 2023 implemented by the City Human Resource Management Office in the City of San Fernando, Pampanga.

#### IV. 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
1800	pax	Korean chicken, spring rolls with peanut sauce, Buko pandan and rice  Double Party burger with cheese, soda drink	November 9, 2023	Heroes Hall

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 on November 9, 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 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.

## **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

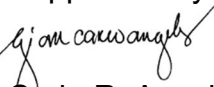
violation to the Contract/ Agreement, prepare a Verified Report.

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.*