



# REQUEST FOR QUOTATION

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



Project Title : **Supply and Delivery of Meals with Venue to be served during the City Accountant's Office Year-End Assessment cum Team Building for 2023 in the City of San Fernando, Pampanga**  
Location of the Project : **City Accountant's Office**

\_\_\_\_\_  
Company Name  
Date : **Nov 3, 2023**  
PR No. : **2023-10-02547**  
\_\_\_\_\_  
Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Friday, November 10, 2023 10:00 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	1	package(s)	Venue with full Meals for 2 days (includes use of venue, Wifi connection, lights & sound system, tables, chairs and other materials)			
<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 with Venue to be served during the City Accountant's Office Year-End Assessment cum Team Building for Year 2023 in the City of San Fernando, Pampanga.

#### I. BACKGROUND

The City Accountant's Office is mandated to prepare and submit financial statements/ reports to the Local Chief Executive (LCE), Sangguniang Panlungsod (SP) and to the Commission on Audit and other instrumentalities as maybe required by issuances or law. The City Accountant's Office is also responsible for apprising the LCE and SP on the financial condition and operations of the LGU. The creative and continuous improvement of internal audit system in the LGU is also one of the roles of the City Accountant's Office.

The City Accountant's Office is composed four Divisions namely Bookkeeping and Accounting Services Division, Financial Management Services Division, SEF & Trust Fund and Records Management Division and the Internal Audit Services Division. The City Accountant's Office holds its Year-End Assessment cum Team Building for the preparation for the Year-End reporting and performance assessment of the four Divisions. The provision of venue with meal package during this activity is practically needed to increase productivity and competence of the staff.

#### II. BUDGETARY REQUIREMENT

The budgetary requirement for the supply and delivery of meals with venue to be served during the City Accountant's Office Meeting cum Team Building for Year 2023 in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2023-257 and 2023-258 already included in the APP of the City Government, which is in the total amount of ONE HUNDRED TWENTY THOUSAND PESOS (P120,000.00).

#### III. OBJECTIVES

To provide the required meals with venue to be served during the City Accountant's Office Meeting cum Team Building ensuring the continuous efficiency of the staff.

#### IV. TERMS AND CONDITIONS

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

a. Specifications/ Schedule of Requirements

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
1	Package	Venue with full Meals for 2 days (includes use of venue, Wifi connection, lights & sound system, tables, chairs and other materials)	December 2023	City of San Fernando, Pampanga

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 monthly depending on the days when meetings are held.
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., 30 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:

\_\_\_\_\_  
**JOSE TIBURCIO S. CANLAS**  
City Accountant

Conforme:

\_\_\_\_\_  
Signature over 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.*