



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 International PWD Day on December 2023 in the City of San Fernando, Pampanga**  
Location of the Project : **City Social Welfare and Development Office**

Company Name \_\_\_\_\_ Date : **Nov 3, 2023**  
PR No. : **2023-10-02555**  
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: **Lorraine Kate M. Escoto** 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
<b>PM SNACKS (DECEMBER 2023)</b>						
1	309	pax	Set MA3-AB2 --Big Size Special Enseymada, 200ml minute maid (tetra pack)			
<b>DINNER BUFFET (DECEMBER 2023)</b>						
2	309	pax	Set BA1 --Steamed Rice Roast Beef Chicken Terriyaki Fish Fillet w/ Creamy White Sauce Fruits Drinks			
<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 INTERNATIONAL PWD DAY ON DECEMBER 2023 IN THE CITY OF SAN FERNANDO, PAMPANGA

#### I.BACKGROUND

The City Government through the City Social Welfare and Development (CSWDO) and Persons with Disabilities Affairs Office (PDAO) recognizes the role and contribution of Persons with Disabilities in our society, in doing so, special programs and activities are designed to maximize their full potentials and making them productive participants in nation building. Republic Act 7277 otherwise known as the "Magna Carta for Disabled Persons" is ant providing for the rehabilitation, self-development and self-reliance of Persons with Disabilities (PWDs).

Since Persons with Disabilities (PWDs) are one among the priority sectors of the City of San Fernando, Pampanga, The City Government gave its full support for the PWDs thru CSWDO AND PDAO shall give its full support in spearheading various activities in recognition of their importance, the need to uplift the social, emotional, and economic status is very much significant in order to give them the chance to become an active member of our society despite of being Persons with Disabilities.

#### II.BUDGETARY REQUIREMENT

The budgetary requirement for the Supply and Delivery of Meals to be served for the International PWD Day on December 2023 in the City of San Fernando, Pampanga. is included in the PPMP with Ref. No. 2023-3487 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **ONE HUNDRED SIXTY-ONE THOUSAND AND SIX HUNDRED SEVEN PESOS (Php 161, 607.00)**.

#### III.OBJECTIVES

It aims to promote an understanding of disability issues and mobilize support for the dignity, rights, and well being of the Persons with Disabilities.

#### 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	Delivery Date	Location
309	pax	Set MA3-AB2 --Big Size Special Enseymada, 200ml minute maid (tetra pack)	December 2023	Minicon, Heroes Hall City of San Fernando, Pampanga
309	pax	Set BA1 --Steamed Rice Roast Beef Chicken Teriyaki Fish Fillet w/ Creamy White Sauce Fruits Drink		

**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/ 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 on December 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.

**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:

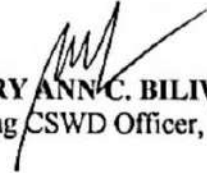
- a. On- time payment of the supplier/ contractor i.e., 15 days after the delivery.
- b. End- user shall monitor the delivery.
- c. The Procurement Officer shall assist in the monitoring and on- time payment of the supplier/ contractor.
- d. Provide necessary and readily- available documents such as 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:



**LALAINÉ P. CUBACUB**  
Social Worker Officer I

Approved by:



**MARY ANN C. BILIWANG**  
Acting CSWD Officer, End-user

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.*