



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 Foundation Day 2023 at the City College of San Fernando, Pampanga**
Location of the Project : **City College of San Fernando, Pampanga**

Company Name _____ Date : **Nov 13, 2023**
PR No. : **2023-11-02693**
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 17, 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
Day 1						
1	150	pax	Set ME2 Beef Caldereta Mixed Vegetable Banana / Pastries 1 cup Rice			
Day 2						
2	150	pax	Set ME7 Chicken Terriyaki Chopsuey Banana / Pastries 1 cup Rice			
Day 3						
3	100	pax	Set ME3 Pork Adobo Mixed Vegetable Banana / Pastries 1 cup Rice			
Meals for City and School Officials						
4	25	pax	Set MF12 Breaded Porkchop Chicken Caldereta Banana / Pastries 1 cup Rice			
5	60	container(s)	Purified Drinking Water (5 gallons / container)			



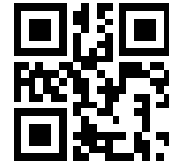
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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
Food for Blood Donors						
6	70	pax	Food for Blood Donors -1 egg -1 bread -1 bottled water			
Total Amount:						

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 FOUNDATION DAY AT CITY COLLEGE OF SAN FERNANDO PAMPANGA

I.BACKGROUND

The City College of San Fernando Pampanga proudly stands as an institution of quality education and outstanding community extension services since its establishment in 2008. Now, in the 16 long years that its administration, faculty, staff, and students have spent conscientiously building its lasting legacy, the school once more celebrates its founding anniversary in November of this year.

This occasion is a chance for the institution, its students, and even the local government to showcase the trademark diligence and dogged determination of the ASLAG NING BALEN and their mentors who endured the challenges of the past years. It is also a chance to highlight the spiritual strength of all Fernandinos who persevered despite the seemingly insurmountable odds of the past years. This occasion is, in effect, a testament to the Fernandino and ASLAG tradition of overcoming adversity.

II.BUDGETARY REQUIREMENT

The budgetary requirement for the Supply and Delivery of Meals to be served for the Foundation Day 2023 at the City College of San Fernando, Pampanga is included in the **PPMP with Ref. No. 2023-371** and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **Eighty Two Thousand Three Hundred Fifty Pesos Only (PHP 82,350.00)**.

III.OBJECTIVES

The objectives of the Supply and Delivery of Meals to be served for the Foundation Day 2023 at the City College of San Fernando, Pampanga subject to are as follows:

1. To recognize the efforts of the men and women who contributed — and who are contributing — to the success of the school.
2. To organize events that will showcase the talents and skills of the student body and allow them to develop their self-confidence in the process.
3. To instill in student leaders the qualities of leadership and comradeship.
4. To develop the quality of positive volunteerism in students.
5. To make a good social impact and inspire positive change in the immediate community.
6. To rekindle students' spirit of gratitude to CCSFP.
7. To develop in students, especially the college freshmen, a sense of pride by being an ASLAG.

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
Day 1				
150	pax	Set ME2 Beef Caldereta Mixed Vegetable	November 2023	City College of San Fernando Pampanga

		Banana / Pastries 1 cup Rice		
Day 2				
150	pax	Set ME7 Chicken Terriyaki Chopsuey Banana / Pastries 1 cup Rice	November 2023	City College of San Fernando Pampanga
Day 3				
100	pax	Set ME3 Pork Adobo Mixed Vegetable Banana / Pastries 1 cup Rice	November 2023	City College of San Fernando Pampanga
Meals for City and School Officials				
25	pax	Set MF12 Breaded Porkchop Chicken Caldereta Banana / Pastries 1 cup Rice	November 2023	City College of San Fernando Pampanga
60	container(s)	Purified Drinking Water (5 gallons / container)	November 2023	City College of San Fernando Pampanga
Food for Blood Donors				
70	pax	Food for Blood Donors -1 egg -1 bread -1 bottled water	November 2023	City College 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/ 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)/ Contracts, No Delivery” Policy and comply with the delivery period.
2. The Delivery Period shall be November 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.

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 CGSO- PSMD shall inspect the delivery.
2. The supplier/contractor shall present the PO and issue Sales Invoice.
3. The CGSO- PSMD shall prepare the corresponding Inspection and Acceptance Report/s.

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 with the stated specifications 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:


IRENE P. PINEDA, MAEd
Dean, Student Activities and Services

CONFORME:
_____ Signature over Printed Name
_____ Date

Approved by:


ATTY. GLORIA V. BAÑAS, CPA, DPA, CESO
College Administrator/President

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.