



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 Pantry Supplies to be used at the City Mayor's Office for 2023 in the City of San Fernando, Pampanga subject to Ordering Agreement**

Location of the Project : **City Mayor's Office**

Company Name Date : **Nov 14, 2023**
PR No. : **2023-11-02729**

Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, November 20, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Lorraine Kate M. Escoto


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	50	box(s)	Coffee Powder 400g			
2	50	kg(s)	White Sugar			
3	50	kg(s)	Brown Sugar			
4	50	pack(s)	Pancit Canton (Assorted Flavors)			
5	10	box(s)	Plain Crackers 10 x 25g			
6	20	box(s)	Assorted Candies 50 pcs / pack			
7	6	box(s)	Tuna in Oil 150g			
8	6	box(s)	Tuna Calamansi 150g			
9	6	box(s)	Tuna Afritada 150g			
10	60	box(s)	Noodles Soup (chicken , beef , seafood) , 40 grams			
11	500	pack(s)	Disposable Plate 25 pcs / pack			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
12	500	pack(s)	Disposable Spoon 25 pcs / pack			
13	500	pack(s)	Disposable Fork 25 pcs / pack			
14	700	pc(s)	Disposable Paper Cup 10oz 50 pcs / pack			
15	40	box(s)	Cream Filled Cake Bar (mocha, strawberry, pandan, chocolate)			
16	40	pack(s)	Pineapple Juice 240ml (1x6)			
17	2	box(s)	Evaporated Milk 370ml			
18	20	case(s)	Cup Noodles Assorted (cup mini)			
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

Project Title : **Supply and Delivery of Pantry Supplies to be used at the City Mayor's Office for 2023 in the City of San Fernando, Pampanga subject to Ordering Agreement**

Project Location: **City Hall, City of San Fernando, Pampanga**

Background:

Pursuant to Chapter 3, Article I, Section 455 of Republic Act (RA) 7160 known as the Local Government Code of 1991, the City Mayor shall exercise the powers and perform duties and functions as provided by the said Code and other laws. As enumerated on the same, the functions of the City Mayor shall be focused on (1) Exercise general supervision and control over all programs, projects, services, and activities of the city government, (2) Enforce all laws and ordinances relative to the governance of the city and in the exercise of the appropriate corporate powers provided for under Section 22 of the mentioned Code, implement all approved policies, programs, projects, services and activities of the city and, in addition to the foregoing, (3) Initiate and maximize the generation of resources and revenues, and apply the same to the implementation of development plans, program objectives and priorities as provided for under Section 18 of said Code, particularly those resources and revenues programmed for agro-industrial development and countryside growth and progress (4) Ensure the delivery of basic services and the provision of adequate facilities as provided for under Section 17 of said Code (5) Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance. The City Mayor's Office strive to assist the City Mayor in his duty in providing efficient, effective and timely provision and delivery of basic services and performance of the above said duty. In doing so, commonly used office supplies plays an important role in aiding personnel of the CMO in completing their assigned task especially in planning, documenting and reporting of the said projects and services.

Objective/s:

The main goal of the project is to ensure that every Fernandinos visiting the Office were properly entertained and provided the service they seek.

Budgetary Requirements:

The Approved Budget for the **Supply and Delivery of Pantry Supplies to be used at the City Mayor's Office for 2023 in the City of San Fernando, Pampanga subject to Ordering Agreement** is included in the PPMP with Reference Number 2023-4012 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of P499,700.00 amount in figure or Four Hundred Eighty Six Thousand Eighty Forty Four Pesos amount in words.

Minimum Requirement for the Supplier

1. The Supplier must ensure the specifications and schedule of requirements indicated in the Delivery Order Contract and Order List are being followed.

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Project Location: City Hall, City of San Fernando, Pampanga

A. The Supplier must ensure the following details:

Item No.	Unit	Item Description	Delivery Date	Location
1	box(s)	Coffee Mate 400g	Delivery 2023	Central Storage, New Public Market, Del Pilar, CSFP
2	kg(s)	White Sugar		
3	kg(s)	Brown Sugar		
4	pack(s)	Pancit Canton (Assorted Flavors)		
5	box(s)	Plain Crackers 10 x 25g		
6	box(s)	Assorted Candies 50 pcs / pack		
7	box(s)	Tuna in Oil 150g		
8	box(s)	Tuna Calamansi 150g		
9	box(s)	Tuna Afritada 150g		
10	box(s)	Noodles Soup (Chicken, beef, seafood) , 40g		
11	pack(s)	Disposable Plate 25 pcs / Pack		
12	pack(s)	Disposable Spoon 25 pcs / pack		
13	pack(s)	Disposable fork 25 pcs /pack		
14	pack(s)	Disposable Paper Cup 10oz 50pcs / pack		
15	box(s)	Cream Filled Cake Bar (mocha, strawberry, pandan, chocolate)		
16	pack(s)	Pineapple juice 240ml (1x6)		
17	box(s)	Evaporated Milk 370ml		
18	case(s)	Cup Noodles Assorted (cup mini)		

2. The concerned office thru the Designated Procurement Officer will inform the supplier for the whole details of the delivery at least 1 – 2 days before the event to provide the order as per approved Delivery Order Contract and Order List.
3. The supplier must be open for any changes and cancellation of orders for the unforeseen circumstances.
4. The supplier must be compliant with the IATF Health and Safety Protocols.
5. The Supplier must follow the procurement, delivery and inspection procedure set by the City Government of San Fernando, Pampanga for procured good and services.

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Deliverables by the Supplier and City Government

The deliverables of the supplier shall be as follows:

- a. Provide the quantity of pantry supplies 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 i.e., 15 days after delivery regardless if the delivery is per month or Ordering Agreement.
- b. End- user shall monitor the delivery and completeness of requirements and documents to avoid delays.
- 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.

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Prepared by:


WALTER C. NAVARRO
Admin AIDE VI

Noted by:


REYMUNDO M. HIPOLITO JR
Chief of Staff

Conforme:

Signature above 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.*