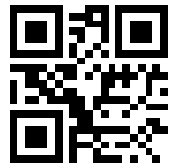




# REQUEST FOR QUOTATION

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



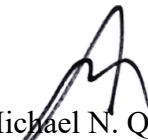
Project Title : **Supply and Delivery of Meals to be served for the conduct of Community Organizing and other related meetings, dialogues & consultations with different community associations and government agencies for 2nd Semester of 2023 in the City of San Fernando, Pampanga subject to Ordering Agreement**  
Location of the Project : **City Administrator's Office - Local Housing and Settlement Division**

Company Name \_\_\_\_\_ Date : **Nov 15, 2023**  
PR No. : **2023-11-02764**  
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: \_\_\_\_\_

Jolina B. Vital

  
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	300	pax	MA1 Jumbo Hotdog Sandwich AB2 minute maid in tetra pack			
2	400	pax	MA5 Special Chicken sandwich with lettuce AB2 250ml Minute Maid			
3	400	pax	MA16 Pancit Palabok with 1puto pao AB2 minute maid in tetra pack			
4	135	pax	MB1 big size cheese burger with TLC AB2 minute maid in tetra pack			
5	135	pax	MB3 1cup pancit bihon with 2pcs turon AB2 minute maid in tetra pack			
6	115	pax	MC1 1cup pancit palabok with chicken sandwich AB2 minute maid in tetra pack			
7	100	pax	MC2 1 cup pancit bihon with cheesy ensaymada AB2 minute maid in tetra pack			
8	100	pax	MC4 1 cup goto with 1/2 cup tokwa't baboy AB2 minute maid in tetra pack			
<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 COMMUNITY ORGANIZING, DIALOGUES/CONSULTATIONS AND OTHER RELATED MEETINGS WITH DIFFERENT COMMUNITY ASSOCIATIONS AND GOVERNMENT DEPARTMENT/AGENCIES FOR 2<sup>ND</sup> SEMESTER OF 2023 IN THE CITY OF SAN FERNANDO, PAMPANGA SUBJECT TO ORDERING AGREEMENT

#### I. BACKGROUND

Relative to the LHSD – CSFP office's objectives to eliminate urban squatting in the City, various Socialized Housing Programs are being implemented. These includes the Community Mortgage Program of the Social Housing Finance Corporation (SHFC), construction, development and management of Resettlement Sites by national housing agencies like the National Housing Authority, full implementation of Executive Order No. 48 for Informal Settlers Families (ISFs) living in PNR – Non Core Properties, and assisting ISF's in the successful implementation of their Direct Purchase agreements with private landowners.

In the implementation of these programs, the LHSD – CSFP office engages in the organization and registration to proper agencies of various community associations, conducts updated census/masterlist of affected ISFs living in danger areas, those with eviction notices from Courts and families affected by government projects.

Likewise, various activities such as Consultative Meetings, General Assembly Meetings for Homeowners Associations, Monthly Meetings for the Urban Poor Federation of the CSFP are being held thru the initiatives of the LHSD – CSFP office. Further, in order to discuss policies pertaining to housing issues within the city, Meetings of the Local Inter-Agency, Local Housing Board and Local Committee Against Squatting Syndicates and Professional Squatters are convened with the office serving as secretariat in these activities.

#### II. BUDGETARY REQUIREMENT

The Approved Budgetary Requirement for the supply and delivery of meals to be served during the conduct of Community Organizing and other related meetings, dialogues/consultations with different community associations and government department/agencies for 2<sup>nd</sup> Semester of 2023 subject to Ordering Agreement is included in the PPMP with Ref. 2023-1217 which is in the amount of P 245,025.00.

#### III. OBJECTIVES

The objectives are as follows:

- a. To ensure that meals are served during the entire conduct of the activity; and
- b. To ensure continuous efficiency and active participation of participants in the successful implementation of housing policies in the city

#### IV. TERMS AND CONDITION

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
1100	pax	Meals (Regular Snacks) @Php127.00/pax	October– December 2023	Local Housing & Settlement Division, Heroes Hall, San Juan, CSFP
270	pax	Meals (Regular Snacks) @Php157.00/pax		
315	pax	Meals (Special Snacks) @Php199.00/pax		
		Total: Php244, 775.00		

**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.

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:

*Jesus G. Nuqui*  
**JESUS G. NUQUI**  
Head, LHSD

Recommending Approval:

Engr. ~~NEILSON~~ **G. LINGAT**  
City Administrator

CONFORME:
_____ Signature over Printed Name
_____ Date