

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 during the Multi Sectoral Governance Council (MSGC) Year - End General Assembly 2023**
Location of the Project : **City Mayor's Office**

Company Name Date : **Nov 17, 2023**

Address PR No. : **2023-11-02781**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, November 21, 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 | 120 | pack(s) | M12 Special Baked Mac with garlic bread | | | |
| 2 | 75 | container(s) | Purified Drinking Water (5 gallons/container) | | | |
| 3 | 120 | pack(s) | Buffet B BB3 Lengua Alexander Chicken Terriyaki Stir Fried Vegetables and Mongo Sprouts Rice Banana Drinks | | | |
| 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

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

Background

The Local Government Code (LGC) of 1991 has provided venues for participation of civil society organizations (CSOs) in local governance through the various bodies at local government unit. Recognizing the success of the implementation of the MSGC, the Department of the Interior and Local Government (DILG) issued DILG Memorandum Circular Nos. 2021-012 and 2021-054 on the establishment of a Civil Society Organization (CSO) Desk and Institutionalization of People's Council in all localities in the country to give the civil society the opportunities to articulate their needs and take part in the decision-making processes of their respective LGUs.

With the City's implementation of the Performance Governance System (PGS), and pursuant to the Executive Order No. CMO2022-062, the city advocates the advancement of the "shared governance" concept by engaging them in the forefront in local development. To realize the shared goal, the City and the various sectoral representatives should work as partners in the implementation of programs, projects, and activities that are beneficial in every Fernandinos.

The City finds it is important to uphold and strengthen the camaraderie among the sectoral representatives through the conduct of MSGC Mid-Year General Assembly 2023. The activity will also serve as an opportunity to address the challenges, trends and the commitment of the MSGC members in partaking in "Fernandino Ka, Kayabe Ka."

OBJECTIVE/S

- To foster camaraderie between the sectoral representatives and the City for a strengthened partnership;
- To gain insights on the strategic programs of the administration and provide alignment of the Council to the Balance Scorecard of the City;
- To serve as an avenue of feedback and recommendation in governance and instill ownership on the direction of the City;
- To discuss council's whole year achievements and challenges;
- To gain commitments of the sectoral representatives through the Standing Committees on the alignment of the Council objectives vis -à-vis to the City Kayabe Ka Roadmap.

Budgetary Requirements:

Supply and Delivery of Meals to be served during the Multi Sectoral Governance Council (MSGC) Year - End General Assembly 2023 is included in the PPMP with Reference Number 2023-4033 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of P62,760.00 amount in figure or Sixty-Two Thousand Seven Hundred Sixty Pesos amount in words.

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Minimum Requirement for the Supplier

1. The Supplier must ensure the specifications and schedule of requirements indicated in the Purchase Order.
 - A. The Supplier must ensure the following details:

| 3 | Unit | Item Description | Quantity | Unit Cost | Total Cost |
|------------------------------|--------------|--|----------|-----------|------------|
| 1 | pack(s) | Buffet B BB3 Lengua Alexander Chicken Terriyaki Stir Fried Vegetables and Mongo Sprouts Rice Banana Drinks | 120.00 | 396.00 | 47,520.00 |
| 2 | container(s) | Purified Drinking Water (5 gallons/container) | 75.00 | 40.00 | 3,000.00 |
| 3 | pack(s) | M12 Special Baked Mac with garlic bread | 120.00 | 102.00 | 12,240.00 |
| SUBTOTAL: P62, 760.00 | | | | | |

2. The supplier must be open for any changes and cancellation of orders for the unforeseen circumstances.
3. The supplier must be compliant with the IATF Health and Safety Protocols.
4. The Supplier must follow the procurement, delivery and inspection procedure set by the City Government of San Fernando, Pampanga for procured good and services.

Deliverables by the Supplier and City Government

The deliverables of the supplier 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 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.

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- 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:


MARIBETH B. DIZON
Procurement Officer

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.