



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 Orientation and Oath Taking Ceremony of Newly Elected Punong Barangay and Kagawad in the City of San Fernando, Pampanga**

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

Company Name _____ Date : **Nov 21, 2023**

PR No. : **2023-11-02798**

Address _____

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 28, 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
Pm Snacks						
1	430	pax	Carbonara Clubhouse Sandwich Bottled Water 320ml			
Dinner						
2	430	pax	Rice Charlie Chan Roast Beef Sizzling Sisig Cordon Bleu Vegetable Supreme 3 Kinds of Dessert Water Iced Tea			
Total Amount:						

After having carefully read and accepted your General Conditions, I quote you on the item at prices noted above.



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

Printed Name/ Signature

Tel No./ Cellphone No.

Date

TERMS OF REFERENCE

Project Title : **Supply and Delivery of Meals to be served for the Orientation and Oath Taking Ceremony of Newly Elected Punong Barangay and Kagawad in the City of San Fernando, Pampanga**

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

Background:

The City Government of San Fernando recognizes the role of every Barangay as the center of development in the city in reference with their mandates stated in the Local Government Code of 1991. As they have the direct linkage to our constituents, the Barangay Captains as the head of the barangay together with its Barangay Kagawads have the power and ability to empower sectoral and community's participation in the barangay governance. Barangay Kagawads leading every committees for the realization of their barangay plan, program and activities in partnership with other stake holders in each barangay.

Mayor Vilma B. Caluag always recognizes the major contributions of our public servants at the barangay in bringing faster delivery of basic services to our constituents.

Thus the City Mayor's Office through the Department of Interior and Local Government (DILG) will conduct an **"Orientation and Oath Taking Ceremony Newly Elected Punong Barangay and Kagawad"**.

Objective/s:

- To recognize the newly elected punong barangay and kagawad and make a public commitment to their duties, responsibilities and obligations.
- To strengthen the partnership and be partners in the continuous sustainable development of the city through various programs.

Budgetary Requirements:

The Approved Budget for the Supply and Delivery of food/meals for the **Supply and Delivery of Meals to be served for the Orientation and Oath Taking Ceremony of Newly Elected Punong Barangay and Kagawad in the City of San Fernando, Pampanga** at the City of San Fernando, Pampanga is included in the PPMP with Reference Number 2023-4086 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of P325,510.00 amount in figure or Three Hundred Twenty-Five Thousand Five Hundred Ten Pesos amount in words.

Minimum Requirement for the Supplier

1. The Supplier must ensure the specifications and schedule of requirements indicated in the Purchase Order.
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.

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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.

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.
- 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 by:


Walter C. Nayarro
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.