



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 External Review and Enhancement of Teacher Education Programs of the City College of San Fernando Pampanga**

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

Company Name _____ Date : **Nov 22, 2023**

Address _____ PR No. : **2023-11-02821**

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:

John Ranchzel P. Pangilinan

Engr. Michael N. Quizon, Jr.
BAC Chairperson

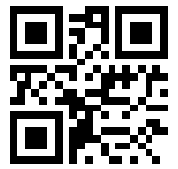
- NOTE:
1. ALL ENTRIES MUST BE READABLE
 2. DELIVERY PERIOD WITHIN _____ CALENDAR DAYS
 3. WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY
 4. PRICE VALIDITY SHALL BE FOR A PERIOD OF _____ CALENDAR DAYS

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
Day 1						
1	100	pax	AM Snacks Set MA10 Pancit Canton with 2pcs Kutsinta			
2	100	pax	Lunch Set ME5 Chicken BBQ Chopsuey Banana / Pastries 1 cup Rice			
3	100	pax	PM Snacks Set MA8 Special Cheese Burger Sandwich with Fries			
Day 2						
4	80	pax	AM Snacks Set MA14 Sopas with 2pcs. Siomai			
5	80	pax	Lunch Set ME2 Beef Caldereta Mixed Vegetable Banana / Pastries 1 cup Rice			
6	80	pax	PM Snacks Set MA1 Special Jumbo Hotdog Sandwich			
Day 3						
7	80	pax	AM Snacks Set MA12 Special Baked Mac with Garlic Bread			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
8	80	pax	Lunch Set ME7 Fried Chicken Chopsuey Banana / Pastries 1 cup Rice			
9	80	pax	PM Snacks Set MB17 Lelut Mais			
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 EXTERNAL REVIEW AND ENHANCEMENT OF TEACHER EDUCATION PROGRAMS OF THE CITY COLLEGE OF SAN FERNANDO PAMPANGA

I.BACKGROUND

Quality assurance initiatives are pivotal in shaping education and societal progress. At CCSFP, there is a clear recognition of education's vital role in advancing society, with the foundation of quality education resting upon educators' competence.

To consistently enhance graduates' quality from CCSFP's teacher education programs, there is an unwavering commitment to continuous improvement and growth that includes external reviews as a critical element of quality assurance.

External review initiatives are indispensable quality assurance mechanisms that ensure CCSFP's programs adhere to standards and meet accreditation prerequisites. These reviews provide access to expert perspectives for fresh insights to align programs with the highest standards of educational practice. These quality assurance efforts result in highly proficient educators, improved learning outcomes, heightened stakeholder trust, and an unwavering commitment to ongoing improvement. These quality assurance endeavors are the cornerstone of CCSFP's enduring pursuit of educational excellence.

This proposal is in support of the accreditation initiatives of the four teacher education programs in December 2023.

II.BUDGETARY REQUIREMENT

The budgetary requirement for the Supply and Delivery of Meals to be served for the External Review and Enhancement of Teacher Education Programs of the City College of San Fernando Pampanga is included in the PPMP with Ref. No. 2023-3946 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **Ninety Two Thousand Five Hundred Twenty Pesos Only (PHP 92,520.00)**.

III.OBJECTIVES

The specific objective of this program / project is to evaluate 10 areas of the four (4) teacher education programs.

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				
100	pax	AM Snacks Set MA10 Pancit Canton with 2pcs Kutsinta	December 2023	City College of San Fernando Pampanga
100	pax	Lunch Set ME5 Chicken BBQ Chopsuey Banana / Pastries Lumpia	December 2023	City College of San Fernando Pampanga

100	pax	PM Snacks Set MA8 Special Cheese Burger Sandwich with Fries	December 2023	City College of San Fernando Pampanga
Day 2				
80	pax	AM Snacks Set MA14 Sopas with 2pcs. Siomai	December 2023	City College of San Fernando Pampanga
80	pax	Lunch Set ME2 Beef Caldereta Mixed Vegetable Banana / Pastries 1 cup Rice	December 2023	City College of San Fernando Pampanga
80	pax	PM Snacks Set MA1 Special Jumbo Hotdog Sandwich	December 2023	City College of San Fernando Pampanga
Day 3				
80	pax	AM Snacks Set MA12 Special Baked Mac with Garlic Bread	December 2023	City College of San Fernando Pampanga
80	pax	Lunch Set ME7 Fried Chicken Chopsuey Banana / Pastries 1 cup Rice	December 2023	City College of San Fernando Pampanga
80	pax	PM Snacks Set MB17 Lelut Mais	December 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 December 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

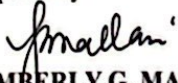
The deliverables of the supplier/ contractor shall be as follows:

- 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:

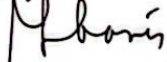
- a. On- time payment of the supplier/ contractor i.e., 15 days after the delivery.
- b. End- user shall monitor the delivery.
- c. The Procurement Officer shall assist in the monitoring and on- time payment of the supplier/ contractor.
- d. Provide necessary and readily- available documents such as 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:


KIMBERLY G. MALLARI, PhD
Dean, Institute of Education

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.