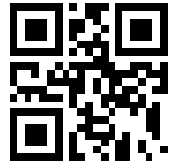




REQUEST FOR QUOTATION

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



Project Title : **Supply and Delivery of Meals to be served for the conduct of City-wide General Assembly cum Urban Poor Solidarity Week for 2023 in the City of San Fernando, Pampanga**

Location of the Project : **City Administrator's Office - Local Housing and Settlement Division**

	Date :	Nov 23, 2023
Company Name	PR No. :	2023-11-02851
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:

Jannelle D.A. Tungcab

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	700	pax	MA16 Pancit Palabok with 1 puto pao AB2 Minute Maid in tetra pack			
2	700	pax	ME6 Chicken terriyaki Chopsuey Banana/Pastries 1 cup of rice AB2 Minute Maid in tetra pack			
3	700	pax	MA5 Special Chicken Sandwich with lettuce AB2 Minute Maid in tetra pack			
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 CITY-WIDE GENERAL ASSEMBLY CUM URBAN POOR SOLIDARITY WEEK CELEBRATION 2023 IN THE CITY OF SAN FERNANDO, PAMPANGA

I. BACKGROUND

The Kapisanan ng mga Samahan ng Urban Poor sa Ciudad San Fernando (KASAUP) has a membership of nineteen (19) urban poor homeowners associations. The federation was organized in May 2017 and registered at the Housing and Land Use Regulatory Board in November 2018 thru the concerted efforts of the offices of the Presidential Commission for the Urban Poor – FODL North Cluster and the Local Housing & Settlement Division. Comprising of nearly 4,000 Informal Settlers Families (ISFs) as members, the Federation will be holding the City-wide General Assembly cum Urban Poor Solidarity Week Celebration.

The observance of this activity is celebrated in December of every year by virtue of Presidential Proclamation No.367 which encourages all government department, agencies and offices and non-governmental organizations to extend the necessary cooperation and support to alleviate the lives of the urban poor by addressing their issues and problems related to urban poverty.

II. BUDGETARY REQUIREMENT

The Approved Budgetary Requirement for the supply and delivery of meals to be served during the City-wide General Assembly cum Urban Poor Solidarity Week Celebration is included in the PPMP with Ref. 2023-1215 which is in the amount of P 324,500.00.

III. OBJECTIVES

The objectives are as follows:

- a. To ensure that meals are served during the entire conduct of the activity; and
- b. To recognize stakeholder's contribution towards successful implementation of government programs for the urban poor
- c. To strengthen partnership and linkages among Pos, NGOs, CSOs and NGs in addressing issues and concerns affecting program implementation

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
700	pax	Meals (AM Snacks) @Php127.00/pax	December 19, 2023	Local Housing & Settlement Division, Heroes Hall, San Juan, CSFP
700	pax	Meals (Lunch) @Php199.00/pax		
700	pax	Meals (PM Snacks) @Php127.00/pax		
		Total: Php317, 100.00		

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 of the procurement schedule including this TOR duly signed by the end-user and conformed by the supplier/provider.
3. If the procurement process reaches the ensuing year, observe that the allowed delivery 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 that there are readily-available supplies upon submission of Request for Quotation (RFQ)/Bid since delivery is anticipated upon issuance of PO/Contract.
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.

a. Delivery/Implementation period

1. Strictly observe the "No Purchase Order (PO)/Contracts, No Delivery" Policy and comply with the delivery period.
2. During the delivery, strictly follow the provisions enumerated in the Terms and Condition of the PO/Contract including the Delivery Schedule, Penalty, among others.
3. 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.
4. Coordination with the supplier/contractor shall be the function of the CGSO- PMD as its mandate.
5. For on-site 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.

b. Inspection and Acceptance

1. The End-user shall accept the delivery with the (1) delivery receipt and submit immediately to the Inspector or CGSO-PSMD together with the (2) attendance sheet/s as part of the utilization where the quantity of the delivery is the same as the number of attendees and photo documentation of the delivery.

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 SERVICE PROVIDER AND THE CITY GOVERNMENT

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

- Provide the quantity of meals being required by the project/program; and
- Strictly follow the specifications and timely provision of requirements based on the delivery schedule.
- Good quality, safe, wholesome and nutritious meals, snacks and beverages in compliance with requirements of all food safety standards

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.

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.

Prepared and submitted by:

Jesus G. Nuqui
JESUS G. NUQUI
Head, LHSD

Recommending Approval:

Nelson G. Lingat
Engr. NELSON G. LINGAT
City Administrator

CONFORME:
_____ Signature over Printed Name
_____ Date