



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 Conduct of Panlungsod na Pederasyon ng Sangguniang Kabataan Orientation and Elections in the City of San Fernando, Pampanga**

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

Company Name _____ Date : **Dec 4, 2023**
PR No. : **2023-11-02905**
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, December 12, 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
AM Snacks						
1	70	pax	Charlie Chan Ham & Cheese Iced Tea			
Lunch - Buffet						
2	70	pax	Caesar Salad Rice Smoked Bacon Carbonara Roast Beef Cordon Bleu Asadong Matwa Coffee Jelly Iced Tea			
Pm Snacks						
3	70	pax	Spaghetti Chicken Sandwich Iced Tea			
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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Background

The 2023 Barangay and Sangguniang Kabataan Elections has yield a new set of barangay and SK elected officials as proclaimed on October 20, 2023. These sets of officials ae mandated by law to assemble themselves and have representation in thje city, provincial, and national level of governance as stipulated in Republic Act 7160 otherwise known as the Local Government Code of 1991.

The Development of the Interior and Local Government issued a Memorandum Circular with No. 2023-168 providing for the activities, timelines, relevant information, and roles of the DILG and local officials on the Conduct of Provincial, City and Municipal-Pederasyon Elections ng mga Sangguniang Kabataan after the October 30, 2023 Synchronized Barangay and Sangguniang Kabataan (BSKE).

Hence, this Design.

OBJECTIVE/S

- To determine the line of officers of the Pederasyon;
- To acquire ability to effectively perform the powers and functions of the Pederasyon;
- To understand the rights, privileges, and duties of the Pederasyon Officers and Members; and
- To elect among themselves the line of officers of the Pederasyon ng Sangguniang Kabataan Officers of the Chapter of City of San Fernando.

Budgetary Requirements:

The Approved Budget for the **Supply and Delivery of Meals to be served for the Conduct of Panlungsod na Pederasyon ng Sangguniang Kabataan Orientation and Elections in the City of San Fernando, Pampanga** is included in the PPMP with Reference Number 2023-4084 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of ₱71,960.00 amount in figure or Seventy-One Thousand Nine Hundred Sixty 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 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.

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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.

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Prepared by:


WALTER C. NAVARRO
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.