



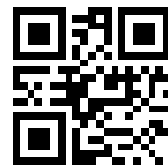
Republic of the Philippines  
Province of Pampanga

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 2023 Local School Board( LSB) General Assembly of the City Schools Division of San Fernando, Pampanga**

Location of the Project : **Department of Education - City of San Fernando, Pampanga**

\_\_\_\_\_  
Company Name  
Date : **Dec 13, 2023**  
PR No. : **2023-12-02936**  
\_\_\_\_\_  
Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, December 18, 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
1	158	pax	Am Snacks MB5 1 cup Spaghetti with ham sandwich			
2	158	btl(s)	AM Snacks AB4 300ml Coke Mismo			
3	158	pax	Lunch BA3 Steamed Rice Beef Stroganoff Shrimp with broccoli Rosemary Chicken Dessert Drinks			
4	158	btl(s)	Lunch Drinks AB3 330ml Mineral Water			
<b>Total Amount:</b>						

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 and Snacks to be served during the 2023 Local School Board Year-End Assembly.

#### I. RATIONALE:

The Schools Division Office (SDO) - City of San Fernando (CSFP) through the unending support of the Local Government Unit (LGU) -CSFP continuously implements notable programs, projects, and activities noteworthy of emulation. The SDO remains committed to performing its duties with excellence as it garnered the highest rating in 2021 on the Office Performance Commitment Review Form (OPCRF). Moreover, the SDO also ranked first out of 20 SDO in the numeracy pre-test conducted by DepEd Regional Office.

II. With these outstanding accomplishments, the SDO, through its teaching and non-teaching personnel, strives to be more; to be more productive and to provide [more] excellent services to all stakeholders through existing and new programs, projects, and activities geared towards the implementation of blended learning in all forty- six public schools.

III.

IV. Holding the assembly ensures transparency in decision-making processes. It allows the local community, including parents, teachers, and other stakeholders, to be aware of the board's activities, provide input, and hold them accountable for their actions. In the "new normal," where the impact of the pandemic might still be present, conducting the Local School Board may involve adapting to the circumstances. This could include implementing virtual or hybrid meeting formats, where participants and learners can join remotely to ensure safety and accessibility. Leveraging technology can help overcome geographical barriers and allow broader school community participation.

#### V. OBJECTIVES:

- plan the programs, activities, and projects (PAPs) to be conducted by the SDO and schools in Calendar Year (CY) 2024
- implement effective governance, and community involvement, and address the unique challenges faced by the education system during these times.
- show appreciation by way of granting gift certificates to all members, stakeholders, teaching and non-teaching personnel.

#### III. PARTICIPANT

9 SDO EXECOM  
21 Expanded EXECOM  
17 Supervisors (EPSs and PSDSs)  
49 School Heads  
29 Assistant School Heads and Head Teachers  
23 City Officials/LSB Members  
10 Technical Working Group  
**TOTAL – 158**

## BUDGETARY REQUIREMENT

The budgetary requirement for the Supply and Delivery of Meals and Snacks to be served during the 2023 Local School Board Year-End Assembly of the City Schools Division of San Fernando, Pampanga is **NINETY-ONE -THOUSAND, THREE HUNDRED TWENTY-FOUR PESOS (P91,324.00.00) only.**

## VI. TERMS AND CONDITIONS

### a. Specifications/ Schedule of Requirements:

Units	Item Description / Specification	Delivery Date	Location
158 pax	Am Snacks MB5 1 cup Spaghetti with ham sandwich	Dec. 20, 2023 9am	DepED City Civic Center,
158 pax	Am Snacks Drinks AB4 300ml Coke Mismo	Dec. 20, 2023, 9am	Brgy. San Isidro, CSFP
158 pax	LUNCH BA3 Steamed Rice/ Beef Stroganoff/ Shrimp with broccoli/ Rosemary Chicken /Dessert /Drinks	Dec. 20, 11:30 am	Training Center
158 pax	Lunch AB3 330ml Mineral Water	Dec. 20, 11:30am	

### 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 PO/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)/ Delivery Order Contract (DOC), No Delivery" Policy and comply with the delivery period.
2. Supplier will deliver the meals and snacks on December 20,2023 at the DepED Division Training Center, City Civic Center, Brgy. San Isidro, City of San Fernando Pampanga. It will be an On -Site Delivery.

3. Coordination with the supplier/ contractor shall be the function of the CGSO- PMD as its mandate.

**d. Inspection and Acceptance**

1. The CGSO- PSMD representative must be present during the activity for inspection.
2. The supplier/contractor shall issue Sales Invoice/Billing Statement.
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.

**DELIVERABLES BY THE SUPPLIER/ CONTRACTOR AND THE CITY GOVERNMENT**

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

- a. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.
- b. Issue Sales Invoice/Billing Statement.

The deliverables of the Schools Division Office 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:

**EUFROCINA LELANIE A. FERNANDEZ**  
Administrative Officer IV/ Supply

Approved by:

**LEONARDO D. ZAPANTA, EdD, CESO V**  
Schools Division Superintendent

CONFORME:

Signature over Printed Name

Date

**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.