



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 Special Focused Group Discussion and Meetings with IMT and MRC for 1st Semester of 2024 in the City of San Fernando, Pampanga subject to Ordering Agreement**
Location of the Project : **City Administrator's Office - Internal Control Division**

Company Name _____ Date : **Jan 2, 2024**
PR No. : **2023-12-03010**
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, January 8, 2024 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by: _____ Approved by: _____

Raiza Venise S. Galang _____
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	60	pax	Snacks IMT Meeting MB3 -1 cup Pancit Bihon with 2 pcs Turon -Minute Maid Tetra pack			
2	40	pax	Snacks MRC Meeting MC1 -1 cup Pancit Palabok with Chicken Sandwich -Minute Maid Tetra pack			
3	20	pax	External Quality Audit MB11 (AM Snacks) -1 cup wanton soup with 5 pcs medium size putopao -Minute Maid Tetra pack BC1 (Lunch) Pot Roast Beef with Mushroom Gravy, Fish Fillet with Sweet and Sour Sauce, Buttered corn and Carrots, Chicken Teriyaki, Stir Fried Mongo Sprouts and Vegetables, shrimp Tempura with Sweet and Sour Sauce, Pandan Rice, Fruit Salad and Lemon Iced Tea. MC5 (PM Snacks) -1 cup Carbonara with Clubhouse Sandwich -Minute Maid Tetra pack			
4	110	pax	Focused Group Discussion MB15 -1 cup Sinantan with 2pcs Inangit -minutemaids 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 SPECIAL FOCUSED GROUP DISCUSSIONS AND MEETINGS WITH IMT AND MRC FOR 1ST SEMESTER OF 2024 IN THE CITY GOVERNMENT OF SAN FERNANDO, PAMPANGA SUBJECT TO ORDERING AGREEMENT

I. BACKGROUND

Before the implementation of Administrative Order 161, also known as “Institutionalizing Quality Management System in the Government” on October 5, 2006, the City Government of San Fernando (P) with its commitment for over-all satisfaction and sustainable development initiatives, has already adopted the Quality Management System and was granted its certification to ISO 9001:2000 in 2005 and continuously maintained its compliance to ISO 9001:2008 and later to the latest International Standard ISO 9001:2015.

One of the benefits of the ISO certification for an organization is to be recognized as a provider of quality products and/or services. The Quality Management System has been at the forefront of the City of San Fernando’s success. Various recognitions were obtained nationwide for its efforts to streamline and improve its business process such as Presidential Citation for Best Practice in Creating a Business and Investment Enabling Environment for Implementing the Streamlining Program on the Issuance of Mayor’s Permit in 2009, Hall of Fame Awardee for the Most Business-Friendly LGU in 2011 and 2016, 2nd place Most Competitive City in 2017, and Top Model City of the Philippines (Business Friendly City) in 2018, among others.

Another attestation of the importance of ISO certification which is also one of its objectives is the enhancement of the City Government’s customer satisfaction. In 2006, the City Government obtained a satisfaction rating of 93.15%, and continually improved and soared with a rating of 99.93% at present.

Hence, it will be a strategic decision for the City Government to pursue and maintain its international certification to deliver more efficient services and further improve the satisfaction of its customers.

II. BUDGETARY REQUIREMENT

To maintain the Certification to ISO 9001, the Quality Management System is required to conduct Internal Quality Audit. Prior to this, regular meetings are held in order to update the members of the Internal Monitoring Team as well as the Management Review Committee Members on the plans, changes and results of the Internal Quality Audit and External Quality Audits in the QMS.

The budgetary requirement for the Supply and Delivery of Meals for January to June 2024 to be served during the regular Internal Monitoring Team Members Meeting, Management Review Committee Meeting and External Quality Audit. AIP Ref. No. 1000-2-1-13-013-003 and already included in the Annual Procurement Plan (APP) of the City of Government, which is in the Amount of **SIXTY-THREE THOUSAND PESOS, (Php 63,000.00)**

III. GENERAL OBJECTIVE

A. Update Management Review Committee and continually improve the capacity of the IMT and as part of the QMS of the City Government.

B. Continuous certification to ISO 9001:2015.

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	Total Cost	Delivery Date	Location
60	pax	Snacks IMT Meeting (Php 200.00) MB3 -1 cup Pancit Bihon with 2 pcs. Turon -Minute Maid Tetra Pack	Php 12,000.00	January to June 2024	City Hall

40	pax	Snacks MRC Meeting (Php 350.00) MC1 -1 cup Pancit Palabok with Chicken Sandwich -Minute Maid Tetra Pack	Php 14,000.00	January to June 2024	City Hall
20	pax	EQA - AM Snacks, Lunch, PM Snacks (Php 750.00) AM Snacks MB11 1 cup Wonton Soup with 5 pcs medium size putopao -Minute Maid Tetra Pack Lunch BC1 Pot Roast Beef with Mushroom Gravy, Fish Fillet with Sweet and Sour Sauce, Buttered Corn and Carrots, Chicken Teriyaki, Stir Fried Mongo Sprouts and Vegetables, shrimp Tempura with Sweet and Sour Sauce, Pandan Rice, Fruit Salad and Lemon Iced Tea. PM Snacks MC5 1 cup Carbonara with Clubhouse Sandwich Minute Maid Tetra Pack	Php 15,000.00	January to June 2024	City Hall
110	pax	Focused Group Discussion (Php 200.00) MB-15 1 cup Sinantan with 2pcs Inangit Minute Maid Tetra Pack	Php 22,000.00	January to June 2024	City Hall

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 by the Buyer with the assistance of the End- user for Alternative Methods of Procurement.
5. Ensure to supply the requirements upon issuance of Delivery Order Contract (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.
3. The Delivery Period shall be from January to June 2024 and the contract shall end by the end of June 2024. By the end of the contract, the end- user can no longer prepare Order List and no DOC will be issued for the purpose.
4. During the delivery, strictly follow the provisions enumerated in the Terms and Condition of the PO/ Contract including the Delivery Schedule, Penalty, among others.
5. 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.

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

d. Inspection and Acceptance

1. The End- user shall accept the delivery with the (1) delivery receipts, 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 SUPPLIER/ CONTRACTOR AND THE CITY GOVERNMENT

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

- a. Provide the quantity of the meals 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:


Ms. KAREN P. AGAWIN
End- user

Noted by:


Ms. MARIA SHARLYN D. BUNDALIAN
ICD Chief

Approved by:


Engr. NELSON G. LINGAT
City Administrator

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.