



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 overtime work during the tax season on payment of business permit for the year 2024 at the City Treasurer's Office in the City of San Fernando, Pampanga**

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

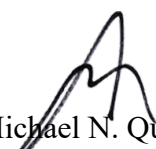
Company Name	Date : Jan 8, 2024
Address	PR No. : 2024-01-00002

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 15, 2024 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
DAY 1						
1	30	pax	MF1 Pork Adobo 3 pcs Fish Fillet Banana/pastries 1 cup Rice			
DAY 2						
2	30	pax	MF4 Chicken Teriyaki 3 pcs Lumpiang Shanghai Banana/pastries 1 cup Rice			
DAY 3						
3	30	pax	MF2 Pork kare-kare 1 pc Fried Chicken			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			Banana/pastries 1 cup Rice			
DAY 4						
4	30	pax	MF6 Chicken Caldereta 3 pcs Fish Fillet Banana/pastries 1 cup Rice			
DAY 5						
5	30	pax	MF7 Pork Bistig Garlic Chicken Banana/pastries 1 cup Rice			
DAY 6						
6	30	pax	MF3 Chicken BBQ 1/2 cup Seafood Chopsuey Banana/pastries 1 cup Rice			
DAY 7						
7	30	pax	MF5 Pork Caldereta 1 stick Pork Bbq Banana/pastries 1 cup Rice			
DAY 8						
8	30	pax	MF11 1/2 cup Torta Fried Chicken			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			Banana/pastries 1 cup Rice			
DAY 9						
9	30	pax	MF12 Breaded Porkchop Chicken Caldereta Banana/pastries 1 cup Rice			
DAY 10						
10	30	pax	MF4 Chicken Teriyaki 3 pcs Lumpiang Shanghai Banana/pastries 1 cup Rice			
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 OVERTIME WORK DURING TAX SEASON ON PAYMENT OF BUSINESS PERMIT FOR THE YEAR 2024 AT THE CITY TREASURER'S OFFICE IN THE CITY OF SAN FERNANDO, PAMPANGA

I. BACKGROUND

The Local Government of San Fernando upholding to its vision of becoming the Model City of Countryside Development is committed in its implementation of various projects, programs and activities that will uplift the lives of the Fernandinos. The City Treasurer's Office being the collecting agent of the City aims to provide sufficient funding to the sustainable overall development program of the LGU. In lieu of this, to effectively enforce the collection of taxes, fees and charges, the CTO personnel are required to work overtime to deal with the vast of transactions during peak season.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for this project with assigned PPMP Ref. No. 2024-978, which is included in the Annual Procurement Plan of the City Government amounts to **SIXTY ONE THOUSAND TWO HUNDRED PESOS (P61,200.00)**.

III. OBJECTIVES

This project aims to keep the CTO personnel on track with the office vision and mission. In consideration with the active participation and valuable cooperation of the staff, provision of meals is deemed necessary.

IV. SCOPE OF SERVICES

The supplier/contractor shall follow the specifications/schedule as follows:

Qty.	Unit	Item Description	Delivery Date	Location
30	Pax	MF1 Pork Adobo 3 pcs Fish Fillet Banana/pastries 1 cup Rice	Day 1	City Treasurer's Office Sto. Rosario, CSFP
30	Pax	MF4 Chicken Teriyaki 3 pcs Lumpiang Shanghai Banana/pastries 1 cup Rice	Day 2	City Treasurer's Office Sto. Rosario, CSFP
30	Pax	MF2 Pork kare-kare 1 pc Fried Chicken Banana/pastries 1 cup Rice	Day 3	City Treasurer's Office Sto. Rosario, CSFP

30	Pax	MF6 Chicken Caldereta 3 pcs Fish Fillet Banana/pastries 1 cup Rice	Day 4	City Treasurer's Office Sto. Rosario, CSFP
30	Pax	MF7 Pork Bistig Garlic Chicken Banana/pastries 1 cup Rice	Day 5	City Treasurer's Office Sto. Rosario, CSFP
30	Pax	MF3 Chicken BBQ 1/2 cup Seafood Chopsuey Banana/pastries 1 cup Rice	Day 6	City Treasurer's Office Sto. Rosario, CSFP
30	Pax	MF5 Pork Caldereta 1 stick Pork Bbq Banana/pastries 1 cup Rice	Day 7	City Treasurer's Office Sto. Rosario, CSFP
30	Pax	MF11 1/2 cup Torta Fried Chicken Banana/pastries 1 cup Rice	Day 8	City Treasurer's Office Sto. Rosario, CSFP
30	Pax	MF12 Breaded Porkchop Chicken Caldereta Banana/pastries 1 cup Rice	Day 9	City Treasurer's Office Sto. Rosario, CSFP
30	Pax	MF4 Chicken Teriyaki 3 pcs Lumpiang Shanghai Banana/pastries 1 cup Rice	Day 10	City Treasurer's Office Sto. Rosario, CSFP

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 being required by the project/program
- b. Follow the specifications and schedule of the activity as indicated in the scope
- c. Foods shall be packed in reusable containers or environment-friendly packaging

The deliverables of the City Government shall be as follows:

- a. The CTO shall provide the necessary documents relative to the procurement of meals
- b. The Procurement Officer shall assist in the monitoring, delivery and payment of the procured goods

Prepared and submitted by:


Christian S. Laylo
Admin. Asst. III

Noted by:


Mary Ann P. Bautista
City Treasurer

CONFORME:
_____ Signature Over Printed Name of Supplier/Contractor
_____ 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.