



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 various Meetings for 1st Semester of 2024 at the City College of San Fernando, Pampanga subject to Ordering Agreement**

Location of the Project : **City College of San Fernando, Pampanga**

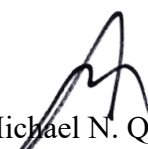
	Date : <b>Jan 18, 2024</b>
Company Name	PR No. : <b>2024-01-00073</b>
Address	

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 22, 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
<b>Day 1</b>						
1	30	pax	Set ME1 Pork Caldereta Mixed Vegetable Banana / Pastries 1 cup rice			
2	2	container(s)	Purified Drinking Water (5 gallons/container)			
<b>Day 2</b>						
3	30	pax	Set ME3 Chicken Adobo Mixed Vegetable Banana / Pastries 1 cup Rice			
4	2	container(s)	Purified Drinking Water (5 gallons/container)			
<b>Day 3</b>						



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<b>Item No.</b>	<b>Qty</b>	<b>Unit</b>	<b>Item Description</b>	<b>Remarks</b>	<b>Unit Price</b>	<b>Total</b>
5	30	pax	Set ME4 Roast Beef Mixed Vegetable Banana / Pastries 1 cup Rice			
6	2	container(s)	Purified Drinking Water (5 gallons/container)			
<b>Day 4</b>						
7	30	pax	Set ME2 Beef Caldereta Mixed Vegetable Banana / Pastries 1 cup Rice			
8	2	container(s)	Purified Drinking Water (5 gallons/container)			
<b>Day 5</b>						
9	30	pax	Set ME6 Chicken Terriyaki Chopsuey Banana / Pastries 1 cup Rice			
10	2	container(s)	Purified Drinking Water (5 gallons/container)			
<b>Day 6</b>						
11	30	pax	Set ME7 Fried Chicken Chopsuey Banana / Pastries 1 cup Rice			
12	2	container(s)	Purified Drinking Water (5 gallons/container)			
<b>Day 7</b>						
13	30	pax	Set ME1 Pork Caldereta			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			Mixed Vegetable Banana / Pastries 1 cup Rice			
14	2	container(s)	Purified Drinking Water (5 gallons/container)			
<b>Day 8</b>						
15	30	pax	Set ME3 Pork Adobo Mixed Vegetable Banana / Pastries 1 cup Rice			
16	2	container(s)	Purified Drinking Water (5 gallons/container)			
<b>Day 9</b>						
17	30	pax	Set ME4 Roast Beef Mixed Vegetable Banana / Pastries 1 cup Rice			
18	2	container(s)	Purified Drinking Water (5 gallons/container)			
<b>Day 10</b>						
19	30	pax	Set ME6 Chicken Terriyaki Chopsuey Banana / Pastries 1 cup Rice			
20	2	container(s)	Purified Drinking Water (5 gallons/container)			
<b>Day 11</b>						
21	30	pax	Set ME5 BBQ Chicken Chopsuey			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			Banana / Pastries 1 cup Rice			
22	2	container(s)	Purified Drinking Water (5 gallons/container)			
<b>Day 12</b>						
23	30	pax	Set ME2 Beef Caldereta Mixed Vegetable Banana / Pastries 1 cup Rice			
24	2	container(s)	Purified Drinking Water (5 gallons/container)			
<b>Day 13</b>						
25	30	pax	Set ME8 1 whole Fried Bangus Ensaladang Paco or any kind of Ensalada Banana / Pastries 1 cup Rice			
26	2	container(s)	Purified Drinking Water (5 gallons/container)			
<b>Day 14</b>						
27	30	pax	Set ME4 Roast Beef Mixed Vegetable Banana / Pastries 1 cup Rice			
28	2	container(s)	Purified Drinking Water (5 gallons/container)			
<b>Day 15</b>						
29	30	pax	Set ME5 BBQ Chicken Chopsuey Banana / Pastries 1 cup Rice			



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Project Title : **Supply and Delivery of Meals to be served for the various Meetings for 1st Semester of 2024 at the City College of San Fernando, Pampanga subject to Ordering Agreement**

Location of the Project : **City College of San Fernando, Pampanga**

<b>Item No.</b>	<b>Qty</b>	<b>Unit</b>	<b>Item Description</b>	<b>Remarks</b>	<b>Unit Price</b>	<b>Total</b>
30	2	container(s)	Purified Drinking Water (5 gallons/container)			
<b>Day 16</b>						
31	30	pax	Set ME8 1 whole Fried Bangus Ensaladang Paco or any kind of Ensalada Banana / Pastries 1 cup Rice			
32	2	container(s)	Purified Drinking Water (5 gallons/container)			
<b>Day 17</b>						
33	30	pax	Set ME1 Pork Caldereta Mixed Vegetable Banana / Pastries 1 cup Rice			
34	2	container(s)	Purified Drinking Water (5 gallons/container)			
<b>Day 18</b>						
35	30	pax	Set ME7 Fried Chicken Chopsuey Banana / Pastries 1 cup Rice			
36	2	container(s)	Purified Drinking Water (5 gallons/container)			
<b>Total Amount:</b>						

After having carefully read and accepted your General Conditions, I quote you on the item at prices noted above.



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Location of the Project :

**City College of San Fernando, Pampanga**

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Printed Name/ Signature

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Tel No./ Cellphone No.

---

Date

## **TERMS OF REFERENCE**

### **SUPPLY AND DELIVERY OF MEALS TO BE SERVED FOR THE VARIOUS MEETINGS FOR 1<sup>st</sup> SEMESTER OF 2024 AT THE CITY COLLEGE OF SAN FERNANDO PAMPANGA SUBJECT TO ORDERING AGREEMENT**

#### **I.BACKGROUND**

Pursuant to R.A. No. 7160 otherwise known as the Local Government Code of 1991 particularly Section 444(b)(1) provides that the Chief Executive shall exercise general supervision and control over all programs, projects, services, and activities of the local government.

Under Article IX of SP Ordinance No. 2008-018 also known as the Ordinance Creating the Charter of City College of San Fernando Pampanga, Stipulating Therein the Policies for its Operation and Management and for Other Purposes, CCSFP has two (2) Councils, namely the College Academic Council and College Administrative Council. Included in the function of the College Academic Council is to formulate the program of study and rules and discipline subject to the approval of the Board of Trustees and existing laws, rules and regulations. On the other hand, College Administrative Council's function includes formulating policies and standards relative to the administrative functions and procedures. Each council has to set monthly meetings to give update and raise issues and concerns regarding their function and shall be included in the reports given to the BOT.

#### **.II.BUDGETARY REQUIREMENT**

The Budgetary Requirement for the Supply and Delivery of Meals to be served for the various Meetings for 1st Semester of 2024 at the City College of San Fernando, Pampanga subject to Ordering Agreement is included in the PPMP with Ref No. 2024-1368 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **NINETY NINE THOUSAND PESOS ONLY (PHP 99,000.00)**.

#### **III.OBJECTIVES**

The objectives of the Supply and Delivery of Meals to be served for the various Meetings for 1st Semester of 2024 at the City College of San Fernando, Pampanga subject to Ordering Agreement are as follows:

1. To ensure that meals are served during the meeting considering that it is a policy of the City Government that provision of meals is allowed if the duration of the meeting is more than four (4) hours; and
2. To ensure the continuous efficiency and active participation of the Council.



#### 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	Delivery Date	Location
Day 1				
30	pax	Set ME1 Pork Caldereta Mixed Vegetable Banana / Pastries 1 cup rice	Upon approval of Delivery Order Contract up to June 2024	City College of San Fernando Pampanga, Del Rosario, CSFP
2	container(s)	Purified Drinking Water (5 gallons/container)	Upon approval of Delivery Order Contract up to June 2024	City College of San Fernando Pampanga, Del Rosario, CSFP
Day 2				
30	pax	Set ME3 Chicken Adobo Mixed Vegetable Banana / Pastries 1 cup Rice	Upon approval of Delivery Order Contract up to June 2024	City College of San Fernando Pampanga, Del Rosario, CSFP
2	container(s)	Purified Drinking Water (5 gallons/container)	Upon approval of Delivery Order Contract up to June 2024	City College of San Fernando Pampanga, Del Rosario, CSFP
Day 3				
30	pax	Set ME4 Roast Beef Mixed Vegetable Banana / Pastries 1 cup Rice	Upon approval of Delivery Order Contract up to June 2024	City College of San Fernando Pampanga, Del Rosario, CSFP
2	container(s)	Purified Drinking Water (5 gallons/container)	Upon approval of Delivery Order Contract up to June 2024	City College of San Fernando Pampanga, Del Rosario, CSFP
Day 4				



30	pax	Set ME2 Beef Caldereta Mixed Vegetable Banana / Pastries 1 cup Rice	Upon approval of Delivery Order Contract up to June 2024	City College of San Fernando Pampanga, Del Rosario, CSFP
2	container(s)	Purified Drinking Water (5 gallons/container)	Upon approval of Delivery Order Contract up to June 2024	City College of San Fernando Pampanga, Del Rosario, CSFP
Day 5				
30	pax	Set ME6 Chicken Terriyaki Chopsuey Banana / Pastries 1 cup Rice	Upon approval of Delivery Order Contract up to June 2024	City College of San Fernando Pampanga, Del Rosario, CSFP
2	container(s)	Purified Drinking Water (5 gallons/container)	Upon approval of Delivery Order Contract up to June 2024	City College of San Fernando Pampanga, Del Rosario, CSFP
Day 6				
30	pax	Set ME7 Fried Chicken Chopsuey Banana / Pastries 1 cup Rice	Upon approval of Delivery Order Contract up to June 2024	City College of San Fernando Pampanga, Del Rosario, CSFP
2	container(s)	Purified Drinking Water (5 gallons/container)	Upon approval of Delivery Order Contract up to June 2024	City College of San Fernando Pampanga, Del Rosario, CSFP
Day 7				
30	pax	Set ME1 Pork Caldereta Mixed Vegetable Banana / Pastries 1 cup Rice	Upon approval of Delivery Order Contract up to June 2024	City College of San Fernando Pampanga, Del Rosario, CSFP
2	container(s)	Purified Drinking Water (5 gallons/container)	Upon approval of Delivery Order Contract up to June 2024	City College of San Fernando Pampanga, Del Rosario, CSFP
Day 8				

30	pax	Set ME3 Pork Adobo Mixed Vegetable Banana / Pastries 1 cup Rice	Upon approval of Delivery Order Contract up to June 2024	City College of San Fernando Pampanga, Del Rosario, CSFP
2	container(s)	Purified Drinking Water (5 gallons/container)	Upon approval of Delivery Order Contract up to June 2024	City College of San Fernando Pampanga, Del Rosario, CSFP
Day 9				
30	pax	Set ME4 Roast Beef Mixed Vegetable Banana / Pastries 1 cup Rice	Upon approval of Delivery Order Contract up to June 2024	City College of San Fernando Pampanga, Del Rosario, CSFP
2	container(s)	Purified Drinking Water (5 gallons/container)	Upon approval of Delivery Order Contract up to June 2024	City College of San Fernando Pampanga, Del Rosario, CSFP
Day 10				
30	pax	Set ME6 Chicken Terriyaki Chopsuey Banana / Pastries 1 cup Rice	Upon approval of Delivery Order Contract up to June 2024	City College of San Fernando Pampanga, Del Rosario, CSFP
2	container(s)	Purified Drinking Water (5 gallons/container)	Upon approval of Delivery Order Contract up to June 2024	City College of San Fernando Pampanga, Del Rosario, CSFP
Day 11				
30	pax	Set ME5 BBQ Chicken Chopsuey B anana / Pastries 1 cup Rice	Upon approval of Delivery Order Contract up to June 2024	City College of San Fernando Pampanga, Del Rosario, CSFP
2	container(s)	Purified Drinking Water (5 gallons/container)	Upon approval of Delivery Order Contract up to June 2024	City College of San Fernando Pampanga, Del Rosario, CSFP
Day 12				



30	pax	Set ME2 Beef Caldereta Mixed Vegetable Banana / Pastries 1 cup Rice	Upon approval of Delivery Order Contract up to June 2024	City College of San Fernando Pampanga, Del Rosario, CSFP
2	container(s)	Purified Drinking Water (5 gallons/container)	Upon approval of Delivery Order Contract up to June 2024	City College of San Fernando Pampanga, Del Rosario, CSFP
Day 13				
30	pax	Set ME8 1 whole Fried Bangus Ensaladang Paco or any kind of Ensalada Banana / Pastries 1 cup Rice	Upon approval of Delivery Order Contract up to June 2024	City College of San Fernando Pampanga, Del Rosario, CSFP
2	container(s)	Purified Drinking Water (5 gallons/container)	Upon approval of Delivery Order Contract up to June 2024	City College of San Fernando Pampanga, Del Rosario, CSFP
Day 14				
30	pax	Set ME4 Roast Beef Mixed Vegetable Banana / Pastries 1 cup Rice	Upon approval of Delivery Order Contract up to June 2024	City College of San Fernando Pampanga, Del Rosario, CSFP
2	container(s)	Purified Drinking Water (5 gallons/container)	Upon approval of Delivery Order Contract up to June 2024	City College of San Fernando Pampanga, Del Rosario, CSFP
Day 15				
30	pax	Set ME5 BBQ Chicken Chopsuey Banana / Pastries 1 cup Rice	Upon approval of Delivery Order Contract up to June 2024	City College of San Fernando Pampanga, Del Rosario, CSFP
2	container(s)	Purified Drinking Water (5 gallons/container)	Upon approval of Delivery Order Contract up to June 2024	City College of San Fernando Pampanga, Del Rosario, CSFP
Day 16				

30	pax	Set ME8 1 whole Fried Bangus Ensaladang Paco or any kind of Ensalada Banana / Pastries 1 cup Rice	Upon approval of Delivery Order Contract up to June 2024	City College of San Fernando Pampanga, Del Rosario, CSFP
2	container(s)	Purified Drinking Water (5 gallons/container)	Upon approval of Delivery Order Contract up to June 2024	City College of San Fernando Pampanga, Del Rosario, CSFP
Day 17				
30	pax	Set ME1 Pork Caldereta Mixed Vegetable Banana / Pastries 1 cup Rice	Upon approval of Delivery Order Contract up to June 2024	City College of San Fernando Pampanga, Del Rosario, CSFP
2	container(s)	Purified Drinking Water (5 gallons/container)	Upon approval of Delivery Order Contract up to June 2024	City College of San Fernando Pampanga, Del Rosario, CSFP
Day 18				
30	pax	Set ME7 Fried Chicken Chopsuey Banana / Pastries 1 cup Rice	Upon approval of Delivery Order Contract up to June 2024	City College of San Fernando Pampanga, Del Rosario, CSFP
2	container(s)	Purified Drinking Water (5 gallons/container)	Upon approval of Delivery Order Contract up to June 2024	City College of San Fernando Pampanga, Del Rosario, CSFP

**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/ 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).



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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.

c. Delivery/ Implementation period

1. Strictly observe the “No Purchase Order (PO)/ Contracts, No Delivery” Policy and comply with the delivery period.
2. The Delivery Period shall be upon the approval of Delivery Order Contract up to June 2024.
3. During the delivery, strictly follow the provisions enumerated in the Terms and Condition of the PO/ Contract including the Delivery Schedule, Penalty, among others.
4. 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.
5. Coordination with the supplier/ contractor shall be the function of the CGSO- PMD as its mandate.
6. For onsite 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.

d. Inspection and Acceptance

1. The End- user shall accept the delivery with one (1) delivery receipt, and submit immediately to the Inspector or CGSO- PSMD together with two (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 meals being required by the project/ program;
- b. Provide the menu and of quality as requested by the end user; and
- c. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.

The deliverables of the City Government shall be as follows:

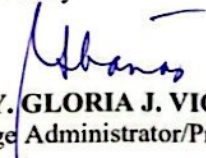
- a. On- time payment of the supplier/ contractor i.e., 15 days after delivery regardless if the delivery is per month or Ordering Agreement.
- b. End- user shall monitor the delivery of requirements.
- c. The Procurement Officer shall assist in the monitoring, delivery and on- time payment of the supplier.
- 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.

Prepared by:

  
**EMILIE E. LAXINA, CPA, MM**  
 Supervising Administrative Officer VI

<b>CONFORME:</b>
_____ Signature over Printed Name
_____ Date

Approved by:

  
**ATTY. GLORIA J. VICTORIA – BAÑAS, DPA, CESO V**  
 College Administrator/President

*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.*