



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 Task Force Tangled Wires Regular Meetings for 2nd Semester of 2024 in the City of San Fernando, Pampanga subject to Ordering Agreement**

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

Company Name

Date : **Jan 29, 2024**

PR No. : **2024-01-00150**

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, February 5, 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	Sipo Egg Lumpiang Shanghai 1 cup rice			
2	60	pax	Chicken Cordon Bleu Pastries 1 cup rice			
3	60	pax	Pork Menudo Banana 1 cup rice			
4	60	pax	Roast Beef with Mushroom Gravy Banana 1 cup rice			
5	60	pax	Grilled Fish Fillet with Lemon Butter Pastries 1 cup rice			
6	60	pax	Chicken Pastel 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

Project Title : **Supply and Delivery of Meals to be served for the Task Force Tangled Wires Regular Meetings for 2nd Semester of 2024 in the City of San Fernando, Pampanga subject to Ordering Agreement**

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

Background:

The Task Force Tangled Wires was created to regulate and monitor the installation of poles and distribution lines of every power or electricity generating company, telephone, communication, closed circuit television, and community cables utilities within the City of San Fernando, Pampanga in compliance to City Ordinance No. 2004-012; and to review and recommend any amendments to said ordinance.

OBJECTIVE/S

- To ensure compliance, examine and determine whether suppliers, installers and contractors of electric transmission and distribution lines, and cables of telephone, communication and community cable television companies complies with safety standards and qualifications set out by the applicable laws, rules and regulations, specifically in terms of maintenance and installation of cable, transmission and distribution lines;
- To plan, strategize and prescribe schedule for the retrieval of drop cables and wires that are inactive;
- To plan and prescribe schedule for the re-fixing of wires that are dangling, sagging and low lying but are active;
- To notify and enable the concerned utility to resolve the reported concern within a reasonable time.

Budgetary Requirements:

The Approved Budget for the **Supply and Delivery of Meals to be served for the Task Force Tangled Wires Regular Meetings for 2nd Semester of 2024 in the City of San Fernando, Pampanga subject to Ordering Agreement** is included in the PPMP with Reference Number 2024-343 and already included in the Annual Procurement Plan (APP) of the City Government, in the amount of P58,500.00 amount in figure or Fifty Eight Thousand Five Hundred 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 concerned office thru the Designated Procurement Officer will inform the supplier for the whole details of the delivery at least 1 – 2 days before the event to provide the order as per approved Delivery Order Contract and Order List.
3. The supplier must be open for any changes and cancellation of orders for the unforeseen circumstances.
4. The supplier must be compliant with the IATF Health and Safety Protocols.
5. 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.

Prepared by:


Walter C. Navarro
Procurement Officer

Noted by:


REYMONDO 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.