



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 HRMPSB Deliberation for the year 2024 in the City of San Fernando, Pampanga subject to Ordering Agreement**

Location of the Project : **City Human Resource Management Office**

Company Name _____ Date : **Feb 1, 2024**
PR No. : **2024-01-00188**
Address _____

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, February 6, 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	96	pax	Set MC5 - Snacks 1 cup Carbonarra with clubhouse sandwich			
2	96	pax	Set MC6 - Snacks 1 cup Spaghetti with cheese burger			
3	96	pax	Set MC7 - Snacks Baked Mac with chicken sandwich			
4	96	pax	Set MC8 - Snacks Seafood Marinara with ham and cheese sandwich			
5	96	pax	Set MC9 - Snacks Lasagna with 4 pcs garlic bread			
6	96	pax	Set MB13 - Snacks 1 cup Chicken Mami and Ham Sandwich			
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 HRMPSB DELIBERATION FOR THE YEAR 2024 IN THE CITY OF SAN FERNANDO, PAMPANGA SUBJECT TO ORDERING AGREEMENT

I. BACKGROUND

The City Government, being a Bronze Level awardee under the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM), endeavors to effectively promote equal employee opportunities which can be achieved through functional Personnel Mechanisms. Through this, the City Government employees have always been partners of the City Human Resource Management Office (CHRMO) in the implementation of the different programs geared towards the development of personnel specifically in the Civil Service Commission mandated personnel mechanisms such as Human Resource Merit and Promotion Selection Board (HRMPSB), Performance Management Team (PMT), Personnel Development Committee (PDC), Program on Awards and Incentives for Service Excellence (PRAISE), Grievance Machinery (GM), Committee on Decorum and Investigation (CODI).

Accordingly, included in the function of the CHRMO as the secretariat of the Personnel Mechanisms, is the preparation of logistics and meals during the conduct of the abovementioned meetings.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Meals to be served for the HRMPSB Deliberation for the year 2024 in the City of San Fernando, Pampanga subject to Ordering Agreement is included in the PPMP with Code No 2024-606 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of One Hundred Seventeen Thousand Five Hundred Four Pesos (P 117,504.00).

III. OBJECTIVE

The objectives of the Supply and Delivery of Meals to be served for the HRMPSB Deliberation for the year 2024 in the City of San Fernando, Pampanga subject to Ordering Agreement are as follows:

1. To ensure that the 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 Committee members.

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
96	pax	Set MB13 - Snacks 1 cup Chicken Mami and Ham Sandwich	20 days upon issuance of DOC up to December 2024	CHRM Office , City Hall CSFP
96	pax	Set MC9 - Snacks Lasagna with 4 pcs garlic bread		
96	pax	Set MC8 - Snacks Seafood Marinara with ham and cheese sandwich		
96	pax	Set MC7 - Snacks Baked Mac with chicken sandwich		
96	pax	Set MC6 - Snacks 1 cup Spaghetti with cheese burger		
96	pax	Set MC5 - Snacks 1 cup Carbonarra with clubhouse sandwich		

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).

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 20 days upon issuance of DOC up to December 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 the (1) delivery receipts, and submit immediately to the Inspector or CGSO- PSMD together with (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. Assign a representative who shall coordinate and comply with all the documentary requirements of the project; and
- b. Provide the exact number of meals per meeting as indicated in the Purchase Request (PR).

The deliverables of the City Government shall be as follows:

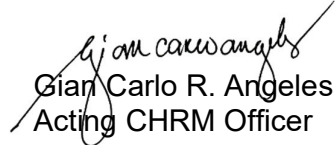
- a. The CHRMO shall serve as secretariat; and
- b. Provide payment upon completion of the service and appropriate billing documents.

Prepared and submitted by:



Laurence Andrade
Procurement Officer- CHRMO

Approved by:



Gian Carlo R. Angeles
Acting CHRMO Officer

CONFORME:
_____ Signature over 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.