



Republic of the Philippines

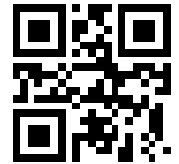
Province of Pampanga

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 conduct of Fire Prevention Kick-Off Ceremony and Motorcade in the City of San Fernando, Pampanga**

Location of the Project : **Bureau of Fire Protection**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

Date : **Feb 6, 2024**

PR No. : **2024-02-00215**

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 13, 2024 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

**Monalyn M. Aquino**  
Administrative Aide VI (Buyer II)

**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	250	pack(s)	AM BREAKFAST ME4 Roast beef, Chopsuey, Banana/ Pasteries, 1 cup of rice			
2	250	btl(s)	AM BREAKFAST AB4 330 ML Coke Mismo			
<b>Total Amount:</b>						

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



Republic of the Philippines  
Department of the Interior and Local Government  
**BUREAU OF FIRE PROTECTION**  
**City of San Fernando Fire Station**  
Consunji St. Sto. Rosario, City of San Fernando, Pampanga  
Tel/Fax No: 961-2313/09438300818  
Email Add: csffirestation2313@gmail.com



## TERMS OF REFERENCE

### SUPPLY AND DELIVERY OF MEALS TO BE USED DURING THE CONDUCT OF FIRE PREVENTION KICK-OFF CEREMONY AND MOTORCADE AN ACTIVITY OF FIRE PREVENTION MONTH 2024

#### I. BACKGROUND

The BFP observes the annual Fire Prevention Month every month of March based on the Presidential Proclamation 115-A by then President Ferdinand Marcos issued on November 17, 1966 and March as the Burn Prevention Month based on Proclamation No. 360 by then President Corazon Aquino on January 23, 1996. BFP as the national government agency mandated to prevent and suppress destructive fires pursuant to Republic Act 6975 otherwise known as DILG Act of 1990.

This initiative according to the proclamation propagates safety consciousness among our people every day of the year as a positive preventive approach to a problem that can be solved by more caution and vigilance.

It is during this observance, fire drills/simulation exercises is one of the fire prevention activities that is being implemented by this station to establish partnership between the Local Government Units, public and private organizations, non-government organizations and people organizations in the adherence to all fire-related laws through self-policing and cooperation.

#### II. BUDGETARY REQUIREMENT

The Supply and Delivery of Meals to be Used During the Conduct of Fire Prevention Kick Off Ceremony and Motorcade an Activity of Fire Prevention Month 2024 amounting to **FIFTY-SEVEN THOUSAND TWO HUNDRED FIFTY (Php 57,250.00)** is included in the 2024 Annual Investment Plan (AIP) BFP/CMO/CDRRMO as implementing office/department.

#### III. OBJECTIVES

The objectives for the **Conduct of 2024 Fire Prevention Month Activities** are as follows:

- A. Reduce the occurrence of fire incidents among communities.
- B. Integrate community-centered fire safety activities as the core of BFP's public fire education strategy, which is design-specific for audience ranging from schoolchildren to adults
- C. Establish partnership between the Local Government Units, public and private organizations, non-government organizations and people organizations in the adherence to all fire-related laws through self-policing and cooperation.

#### 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
<b>Kick-off Ceremony and Motorcade</b>				
250	Pack(s)	(AM) ME4 Roast beef, Chopsuey, Banana, Pastries, 1 Cup of rice	March, 2024 6 AM	Robinsons Starmills, Brgy San Jose, City of San Fernando Pampanga
250	Btl(s)	Drinks (AM) AB4 330 ML Coke Mismo	March, 2024 6 AM	Robinsons Starmills, Brgy San Jose, City of San Fernando Pampanga

##### 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 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 on March 03, 2024 6 A.M.

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 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**

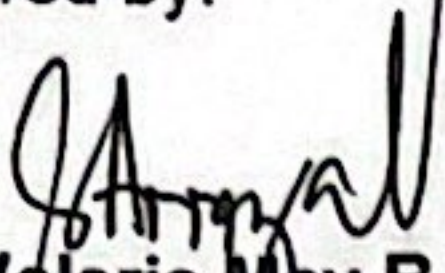
#### **A. The deliverables of the supplier/ contractor shall be as follows:**

1. Provide the quantity of meals being required by the project/ program; and
2. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.

#### **B. The deliverables of the City Government shall be as follows:**

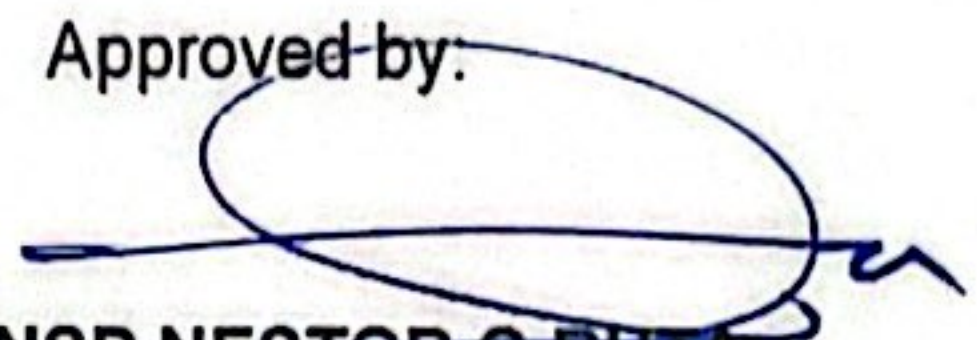
1. On- time payment of the supplier/ contractor i.e., 15 days after delivery regardless if the delivery is per month or Ordering Agreement.
2. End- user shall monitor the delivery of requirements.
3. The Procurement Officer shall assist in the monitoring, delivery and on- time payment of the supplier.
4. Provide necessary and readily- available documents such as during the conduct of post- audit.
5. Evaluate the performance of the supplier/ contractor and in case there is a violation to the Contract/ Agreement, prepare a Verified Report.

Prepared by:



**FO2 Valerie May B Arrozal**  
BFP-Purchasing Officer

Approved by:



**FCINSP NESTOR C BULA**  
City Fire Marshal

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.*