



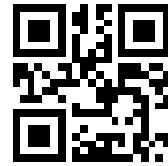
Republic of the Philippines  
Province of Pampanga

City of San Fernando

Office of the Bids and Awards Committee

**REQUEST FOR QUOTATION**

(FM-CSFP-CGSO-39; Revision No.03; 04/01/2022)

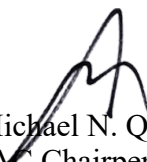


Project Title : **Supply and Delivery of Meals to be served for the celebration of the 44th Teacher's Heroism Day on February 2024 in the City of San Fernando, Pampanga**

Location of the Project : **City Tourism and Investment Promotions Office - Tourism And Heritage Division**

\_\_\_\_\_  
Company Name Date : **Feb 15, 2024**  
\_\_\_\_\_  
PR No. : **2024-02-00297**  
\_\_\_\_\_  
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 19, 2024 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by: **Jannelle D.A. Tungcab** Approved by:   
**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                    | 224 | pax  | Lunch (Buffet)<br>Set BA5<br>- Beef with Broccoli<br>- Tropical Chicken with Mashed Potato Toppings<br>- Fish Fillet in Szechuan Sauce<br>- Rice<br>- Banana<br>- Drinks<br><br>Table and Chairs Set Up (Table and Seat Cover) |         |            |       |
| <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

## TERMS OF REFERENCE

### SUPPLY AND DELIVERY OF MEALS TO BE SERVED FOR THE CELEBRATION OF THE 44<sup>th</sup> TEACHER'S HEROISM DAY OF THE CITY OF SAN FERNANDO, PAMPANGA IN FEBRUARY 2024

#### I. BACKGROUND

In the year 1980, some 500 public school teachers of San Fernando, Pampanga suffered and agonized for many hours, protecting the sanctity of the ballots cast in the local election held on that year. After a long and difficult struggle, the teachers along the town's people fight for the truth. Justice and democracy triumphed. In June 1, 1982, the Supreme Court rendered its landmark decision in the San Fernando electoral case and paved the way for the holding of special elections in San Fernando, Pampanga on April 11, 1983 which resulted in the election of the true and genuine choices of the people.

In line with the 22<sup>nd</sup> Cityhood Anniversary of the City of San Fernando, the Kaganapan Executive Committee in partnership with the Department of Education Region III will celebrate the "Teacher Heroism Day through simple program which will be held at Mini Con, Heroes Hall CSFP.

#### II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of meals to be served for the host of national historical marker for the Santa Iglesia in the City of San Fernando City of San Fernando, Pampanga for 2023 is included in **PPMP with Ref. 2024-1834**, which is in the amount of EIGHTY EIGHT THOUSAND SEVEN HUNDRED FOUR PESOS (P 88,704).

#### III. OBJECTIVES

- To commemorate the Teachers Heroism Day.
- To increase the awareness of the Fernandino students on the heroism of the Fernandino Teachers.
- To take pride on our glorious past.

#### 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/<br>Specifications  | Delivery<br>Date     | Location  |
|------|------|--|----------------------|---|
| 224  | Pax  | <ul style="list-style-type: none"><li>• LUNCH (Buffet) BA5<ul style="list-style-type: none"><li>-Beef with Broccoli</li><li>-Tropical Chicken w/<br/>Mashed Potato<br/>Toppings</li><li>-Fish Fillet in Szechuan</li><li>-Sauce</li><li>-Rice</li><li>-Banana</li><li>-Drinks</li></ul></li><li>• TABLE AND CHAIRS SET UP<br/>(TABLE AND SEAT COVER)</li></ul> | February<br>26, 2023 | MINI CONVENTION<br>CENTER, HEROES<br>HALL, CITY OF SAN<br>FERNANDO,<br>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/ 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 on February 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 uniforms
7. and to immediately notify the supplier/ contractor in case of any concerns before the acceptance.

d. Inspection and Acceptance

1. The CGSO-PSMD shall inspect and accept the delivery.
2. The supplier shall present the PO and issue Sales Invoice.
3. The CGSO-PSMD shall prepare the corresponding Inspection and Acceptance Reports.

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:

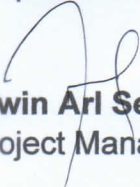
- a. Provide the quantity of materials being required by the project/ program; and

- b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.
- c. Assign a representative who will coordinate and comply with all the documentary/design requirements of the project.
- d. Delivery of the meals abovementioned


The deliverables of the City Government shall be as follows:

- a. To coordinate and process the requirement of the supplier/contractor;
- b. The Procurement Officer shall assist in the monitoring, delivery and on- time payment of the supplier.
- c. Provide necessary and readily- available documents such as during the conduct of post- audit.
- d. Evaluate the performance of the supplier/ contractor and in case there is a violation to the Contract/ Agreement, prepare a Verified Report.

Prepared and submitted by:

  
**Elwin Arl Serrano**  
Project Manager

Noted by:

  
**Ma. Lourdes Carmella Jade D. Pangilinan**  
City Tourism Officer

CONFORME:

\_\_\_\_\_  
Signature over Printed Name

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.