



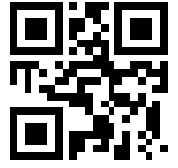
Republic of the Philippines
Province of Pampanga

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 Guests and Technical Working Group of Kayadwangan king Kabiayan para kareng Fernandino in the City of San Fernando, Pampanga**
Location of the Project : **City Administrator's Office - City Employment Services Division**

Company Name Date : **Feb 15, 2024**

Address PR No. : **2024-02-00298**

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: _____ Approved by: _____

Camille C. Mendiola 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	100	pax	BD2- Beef Stroganoff Chicken teriyaki w/ Stir fried Mongolian Vegetables Pork Tonkatsu w/ tonkatsu sauce Seafood Ala Prime Garden Vegetable Salad Parsleyed Rice Buko Lychee Assorted Soda Drinks/ Iced Tea			
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 BUFFET MEALS FOR THE GUESTS AND TECHNICAL WORKING GROUP OF KAYADWANGAN KING KABIAYAN PARA KARENG FERNANDINO IN THE CITY OF SAN FERNANDO, PAMPANGA

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.

In the City Government of San Fernando, Pampanga, the City Employment Service Division (CESD) also known as Public Employment Service Office (PESO) is one of the division under the City Administrator's Office. The creation of the City Employment Service Division (CESD) under the City Ordinance 2009-016 is a non-fee charging multi-dimensional employment service facility or entity established in all Local Government Units (LGUs) in coordination with the Department of Labor and Employment (DOLE) pursuant to R.A. No. 8759 or the PESO Act of 1999 as amended by R.A. No. 10691. The CESD/PESO will conduct Kayadwangan King Kabiayan Para Kareng Fernandino (MOA Signing of CPESO to partner agencies)

The main objective of the project is to strengthen and establish strong partnership with stakeholders to promote and provide worthwhile employment of all Fernandinos.

II.BUDGETARY REQUIREMENT

The budgetary requirement for the Supply and Delivery of Buffet Meals for the guests and technical working group of Kayadwangan king Kabiayan para kareng Fernandino in the City Of San Fernando, Pampanga, is included in the PPMP with the Ref. No. 2024-1778 and already included in the Annual Investment Plan (AIP) of the City Government, which is in the amount of **FIFTY-TWO THOUSAND EIGHT HUNDRED PESOS (P 52,800.00)**.

III. OBJECTIVES

The objectives of the Supply and Delivery of Buffet Meals for the guests and technical working group of Kayadwangan king Kabiayan para kareng Fernandino in the City of San Fernando, Pampanga are as follows:

1. To ensure that meals are served during the activity 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 employer's, guest and working group.

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
100	pax	BD2- Beef Stroganoff Chicken teriyaki w/ Stir fried Mongolian Vegetables Pork Tonkatsu w/ tonkatsu sauce Seafood Ala Prime Garden Vegetable Salad Parsleyed Rice Buko Lychee Assorted Soda Drinks/ Iced Tea	February 22, 2024	Mini Convention, Heroes Hall, 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/ contractor.
3. If the procurement process reaches the ensuing year, observe that the allowed transaction 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 to supply the requirements upon issuance of DOC.
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)/ Delivery Order Contract (DOC), No Delivery" Policy and comply with the delivery period.
2. The Delivery Period shall be February 22, 2024 and the contract shall end by the end of February 2024. By the end of the contract, the end- user can no longer prepare DOC will be issued for the purpose.
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

The deliverables of the supplier/ contractor shall be as follows:

- a. Provide the meals needed/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/ contractor i.e., 15 days after the delivery.