



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 CDRRMC Monthly Meetings for 2024 in the City of San Fernando, Pampanga subject to Ordering Agreement**

Location of the Project : **City Mayor's Office - City Disaster Risk Reduction and Management Division**

Company Name
Date : **Feb 15, 2024**
PR No. : **2024-02-00301**

Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Thursday, February 22, 2024 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Janelle D.A. Tungcab

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
1st Semester						
1	480	pax	Lunch Set ME2 -- Beef Caldereta, Mixed Vegetable, Banana/Pastries, 1 cup Rice			
2nd Semester						
2	480	pax	Lunch Set ME5 -- BBQ Chicken, Chopsuey, Banana/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

SUPPLY AND DELIVERY OF MEALS TO BE SERVED FOR THE CDRRMC MONTHLY MEETINGS FOR 2024 IN THE CITY OF SAN FERNANDO, PAMPANGA SUBJECT TO ORDERING AGREEMENT

I.BACKGROUND

Pursuant to the Sanguniang Panlungsod Ordinance no. 2014-010, An Ordinance amending SP Ordinance No. 2012-003, otherwise known as the City Disaster Risk Reduction and Management Code.

In Chapter 4 Section 8, The City Disaster Risk Reduction and Management Council came into form through Republic Act No. 10121. As embodied in this Act, the existing City Disaster Risk Reduction and Management Councils shall henceforth be known as the City Disaster Risk Reduction and Management Council.

Thus, there shall be established in this city a City Disaster Risk Reduction and Management Council (CDRRMC).

As the primary objective / function of the City Disaster Risk Reduction and Management Council are as follows;

1. Approve, monitor and evaluate the implementation of the LDRRMP's and regularly review and test the plan consistent with the other national and local planning programs;
2. Ensure integration of disaster risk reduction and climate change adaptation into local development plans, programs and budgets as a strategy in sustainable development and poverty reduction;

II.BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Meals to be served for the CDRRMC Monthly Meetings for 2024 in the City of San Fernando, Pampanga subject to Ordering Agreement is included in the PPMP in the amount of ONE HUNDRED SIXTY SEVEN THOUSAND FOURTY PESOS (P 167,040.00).

III.OBJECTIVES

- To ensure that meals are served during the convening of the CDRRM Council members.
- To ensure the continuous efficiency in approving, monitoring, and evaluating in the policy-making and coordination meeting during emergencies/ disasters.

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
480	pax	1 st Semester Lunch Set ME2	20 days upon issuance of DOC and NTP	Heroes Hall, CSFP
480	pax	2nd Semester Lunch Set ME4		

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. Ensure to supply the requirements upon issuance of DOC.
5. 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 from 20 days upon issuance of DOC and NTP.
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 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 sheets 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 quantity of meals required by the project/ program; and
- b. Strictly follow the specifications, menu 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 month.
- b. End- user shall monitor the delivery of requirements.
- 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 and submitted by:

RAYMOND B. DEL ROSARIO
LDRRMO IV

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.