



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 during the Conduct of meetings and hearings of the members of the Office of the People's Law Enforcement Board in the City of San Fernando, Pampanga for 2024 subject to Ordering Agreement**

Location of the Project : **City Legal Office**

Company Name	Date : Feb 20, 2024
Address	PR No. : 2024-02-00316

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 26, 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
Day 1						
1	20	pax	MC7 Baked Mac with chicken sandwich			
2	1	gal(s)	1 gallon purified drinking water			
Day 2						
3	20	pax	MC1 1 cup Pancit Palabok with chicken sandwich			
4	1	gal(s)	1 gallon purified drinking water			
Day 3						
5	20	pax	MC9 Lasagna with 4pcs garlic bread			
6	1	gal(s)	1 gallon purified drinking water			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
Day 4						
7	20	pax	MB10 1 cup Chicken Egg Arroz Caldo with 2 pcs puto			
8	1	gal(s)	1 gallon purified drinking water			
Day 5						
9	20	pax	MC8 Seafood Marinara with ham and cheese sandwich			
10	1	gal(s)	1 gallon purified drinking water			
Day 6						
11	20	pax	MB3 1 cup Pancit Bihon with 2 pcs turon			
12	1	gal(s)	1 gallon purified drinking water			
Day 7						
13	20	pax	MB7 1 cup Spaghetti with ham sandwich			
14	1	gal(s)	1 gallon purified drinking water			
Day 8						
15	20	pax	MC3 1 cup Pancit Canton with 1/2 size clubhouse sandwich			
16	1	gal(s)	1 gallon purified drinking water			
Day 9						
17	20	pax	MB5 1 cup Sotanghon with 3 pcs kutsinta			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
18	1	gal(s)	1 gallon purified drinking water			
Day 10						
19	20	gal(s)	MC7 Baked Mac with chicken sandwich			
20	1	gal(s)	1 gallon purified drinking water			
Day 11						
21	20	pax	MB9 1 cup Arroz Caldo w/ turon			
22	1	gal(s)	1 gallon purified drinking water			
Day 12						
23	20	pax	MA13 Lomi with 2 pcs putong puti			
24	1	gal(s)	1 gallon purified drinking water			
Day 13						
25	20	pax	MC2 1 cup Pancit Bihon with cheesy ensaymada			
26	1	pax	1 gallon purified drinking water			
Day 14						
27	20	pax	MA16 Pancit Palabok with 1 puto pao			
28	1	gal(s)	1 gallon purified drinking water			
Day 15						
29	20	pax	MA12 Special Baked Mac with garlic bread			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
30	1	gal(s)	1 gallon purified drinking water			
Day 16						
31	20	pax	MB4 1 cup Pancit Canton with 2 pcs. siomai			
32	1	gal(s)	1 gallon purified drinking water			
Day 17						
33	20	pax	MB10 1 cup Chicken Egg Arroz Caldo with 2 pcs puto			
34	1	gal(s)	1 gallon purified drinking water			
Day 18						
35	20	pax	MB2 1 cup Pancit Palabok with 2 pcs Puto Pao			
36	1	gal(s)	1 gallon purified drinking water			
Day 19						
37	19	pax	BD1 Roast Beef w/ Mashed Potato in Mushroom Sauce Chicken Galantine w/ Cocktail Dressing Grilled Baby Backribs in Pineapple Bbq Sauce Fish Fillet in Thai Sauce Buttered Vegetables Steamed Pandan Rice Buko Fruit Salad/Fresh Fruits Lemon Iced Tea			
Day 20						
38	19	pax	BD4 Beef and Ox tripe/Ox tail Kare-Kare Chicken Grilled Stuffed Tilapia and Stuffed Bangus Lechon Lumpiang Hubad			



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Location of the Project : **City Legal Office**

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			Steamed Pandan Rice Buko Pandan/Saging Lakatan Buko Juice/Gulaman Sago			
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



Republic of the Philippines
Province of Pampanga
CITY OF SAN FERNANDO



OFFICE OF THE PEOPLES LAW ENFORCEMENT BOARD

TERMS OF REFERENCE

Supply and Delivery of Meals to be served during the conduct of meetings and hearings of the Office of the Peoples Law Enforcement Board (PLEB) in the City of San Fernando, Pampanga for the 1st Semester of 2024 subject to Ordering Agreement

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.

Whereas, Republic Act 6975 also known as Department of the Interior and Local Government Act of 1990, as amended by Republic Act 8551 of the Philippine National Police Reform and Reorganization Act of 1998 mandates every Sangguniang Panlungsod/Bayan to create a People's Law Enforcement Board in every city or municipality.

The PLEB hears and decides on citizen's complaints against abuses committed by officers and members of the Philippine National Police (PNP). It also issues Clearances requested by them for promotion and other purposes.

The members of the Board shall meet once a month or as often as necessary especially if there are cases filed in the Board.

The City Legal Office serves as the facilitator of the PLEB, and accordingly, this office is responsible for the preparation and procurement of meals to be used during the conduct of their meetings and hearings.

II. Budgetary Requirement

The Budgetary Requirement for the Supply and Delivery of Meals to be served during the conduct of meetings and hearings of the People's Law Enforcement Board in the City of San Fernando, Pampanga for Calendar Year 2024 subject to Ordering Agreement is included in the PPMP with Ref. No. 2024-1389 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **Seventy Nine Thousand Three Hundred Forty Four Pesos (Php79,344.00)**.

III. Objectives

The objectives of the Supply and Delivery of Meals to be used during the conduct of the meetings and hearings of the members of the Peoples Law Enforcement Board for Calendar Year 2024 which will be held at the Heroes Hall, City of San Fernando, Pampanga are as follows:

- To ensure that meals are served during the meetings and hearings 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

- To ensure the continuous efficiency and active participation of the members of the Board.

IV. Terms and Conditions

During the procurement process and delivery/ implementation of the contract, the end- user and the supplier/ contractor shall comply with the following:

a. Specifications/ Schedule of Requirements

Snacks: (February 2024)

Day 1				
Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
20	pax	SET MC7 Baked Mac with chicken sandwich	February 29, 2024 2:00 p.m.	Heroes Hall, City of San Fernando, Pampanga
1	gal	1 gallon purified drinking water		

Snacks: (March 2024)

Day 2				
Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
20	pax	SET MC1 1 cup Pancit Palabok with chicken sandwich	March 2024 2:00 p.m.	Heroes Hall, City of San Fernando, Pampanga
1	gal	1 gallon purified drinking water		Heroes Hall, City of San Fernando, Pampanga

Snacks: (April 2024)

Day 3				
Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
20	pax	SET MC9 Lasagna with 4 pcs garlic bread	April 2024 2:00 p.m.	Heroes Hall, City of San Fernando, Pampanga
1	gal	1 gallon purified drinking water		Heroes Hall, City of San Fernando, Pampanga

Day 4				
Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
20	pax	SET MB10 1 cup Chicken Egg Arroz Caldo with 2 pcs puto	April 2024 2:00 p.m.	Heroes Hall, City of San Fernando, Pampanga
1	gal	1 gallon purified drinking water		Heroes Hall, City of San Fernando, Pampanga

Snacks: (May 2024)

Day 5				
Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
20	pax	SET MC8 Seafood Marinara with ham and cheese sandwich	May 2024 2:00 p.m.	Heroes Hall, City of San Fernando, Pampanga
1	gal	1 gallon purified drinking water		Heroes Hall, City of San Fernando, Pampanga

Day 6				
Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
20	pax	SET MB3 1 cup Pancit Bihon with 2 pcs turon	May 2024 2:00 p.m.	Heroes Hall, City of San Fernando, Pampanga
1	gal	1 gallon purified drinking water		Heroes Hall, City of San Fernando, Pampanga

Snacks: (June 2024)

Day 7				
Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
20	pax	SET MB7 1 cup Spaghetti with ham sandwich	June 2024 2:00 p.m.	Heroes Hall, City of San Fernando, Pampanga
1	gal	1 gallon purified drinking water		Heroes Hall, City of San Fernando, Pampanga

Day 8				
Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
20	pax	SET MC3 1 cup Pancit Canton with ½ size clubhouse sandwich	June 2024 2:00 p.m.	Heroes Hall, City of San Fernando, Pampanga
1	gal	1 gallon purified drinking water		Heroes Hall, City of San Fernando, Pampanga

Snacks: (July 2024)

Day 9				
Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
20	Pax	SET MB5 1 cup Sotanghon with 3 pcs kutsinta	July 2024 2:00 p.m.	Heroes Hall, City of San Fernando, Pampanga
1	gal	1 gallon purified drinking water		Heroes Hall, City of San Fernando, Pampanga

Day 10				
Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
20	pax	SET MC7 Baked Mac with chicken sandwich	July 2024 2:00 p.m.	Heroes Hall, City of San Fernando, Pampanga
1	gal	1 gallon purified drinking water		

Snacks: (August 2024)

Day 11				
Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
20	pax	SET MA11 Cheesy Spaghetti with garlic bread	August 2024 2:00 p.m.	Heroes Hall, City of San Fernando, Pampanga
1	gal	1 gallon purified drinking water		

Day 12				
Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
20	Pax	SET MA13 Lomi with 2 pcs putong puti	August 2024 2:00 p.m.	Heroes Hall, City of San Fernando, Pampanga
1	gal	1 gallon purified drinking water		Heroes Hall, City of San Fernando, Pampanga

Snacks: (September 2024)

Day 13				
Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
20	Pax	SET MC2 1 cup Pancit Bihon with cheesy ensaymada	September 2024 2:00 p.m.	Heroes Hall, City of San Fernando, Pampanga
1	gal	1 gallon purified drinking water		Heroes Hall, City of San Fernando, Pampanga

Day 14				
Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
20	Pax	SET MA16 Pancit Palabok with 1 puto pao	September 2024 2:00 p.m.	Heroes Hall, City of San Fernando, Pampanga
1	gal	1 gallon purified drinking water		Heroes Hall, City of San Fernando, Pampanga

Snacks: (October 2024)

Day 15				
Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
20	Pax	SET MA12 Special Baked Mac with garlic bread	October 2024 2:00 p.m.	Heroes Hall, City of San Fernando, Pampanga
1	gal	1 gallon purified drinking water		Heroes Hall, City of San Fernando, Pampanga

Day 16				
Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
20	Pax	SET MB4 1 cup Pancit Canton with 2 pcs siomai	October 2024 2:00 p.m.	Heroes Hall, City of San Fernando, Pampanga
1	gal	1 gallon purified drinking water		Heroes Hall, City of San Fernando, Pampanga

Snacks: (November 2024)

Day 17				
Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
20	Pax	SET MB10 1 cup Chicken Egg Arroz Caldo with 2 pcs puto	November 2024 2:00 p.m.	Heroes Hall, City of San Fernando, Pampanga
1	gal	1 gallon purified drinking water		Heroes Hall, City of San Fernando, Pampanga

Day 18				
Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
20	Pax	SET MB2 1 cup Pancit Palabok with 2 pcs Puto Pao	November 2024 2:00 p.m.	Heroes Hall, City of San Fernando, Pampanga
1	gal	1 gallon purified drinking water		Heroes Hall, City of San Fernando, Pampanga

Snacks: (December 2024)

Day 19				
Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
19	Pax	SET BD1 Roast Beef w/ Mashed Potato in Mushroom Sauce Chicken Galantine w/ Cocktail Dressing Grilled Baby Backribs in Pineapple Bbq Sauce Fish Fillet in Thai Sauce Buttered Vegetables Steamed Pandan Rice Buko Fruit Salad/Fresh Fruits Lemon Iced Tea	December 2024 2:00 p.m.	Heroes Hall, City of San Fernando, Pampanga

Day 20				
Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
19	Pax	SET BD4 Beef and Ox tripe/Ox tail Kare-Kare Chicken Grilled Stuffed Tilapia and Stuffed Bangus Lechon Lumpiang Hubad Steamed Pandan Rice Buko Pandan/Saging Lakatan Buko Juice/Gulaman Sago	December 2024 2:00 p.m.	Heroes Hall, 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:

3. Provide all necessary services (including the arrangement of table and chairs decorations, disposable paper cups and water dispenser) especially during the serving of buffet meals.
4. During the delivery, strictly follow the provisions enumerated in the Terms and Condition of the PO/ Contract including the Delivery Schedule, Penalty, among others.
5. 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.
6. Coordination with the supplier/ contractor shall be the function of the CGSO- PMD as its mandate.
7. 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

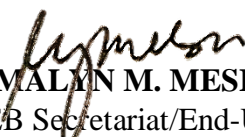
The deliverables of the supplier/ contractor shall be as follows:

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

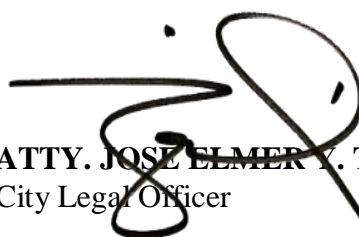
The deliverables of the City Government shall be as follows:

- a. On- time payment of the supplier/ contractor i.e., 15 days after delivery regardless if the delivery is per month or Ordering Agreement.
- 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.

Submitted by:


ROMALYN M. MESINA
PLEB Secretariat/End-User

Approved by:


ATTY. JOSE ELMER V. TEODORO
City Legal Officer

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.