



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 various Meetings and Activities for Pyestang Fernandino 2024 in the City of San Fernando, Pampanga subject to Ordering Agreement**

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

Company Name	Date :	Feb 20, 2024
Address	PR No. :	2024-02-00321

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:

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
MEALS FOR PRESS CONFERENCE						
1	50	pax	Buffet (BB4) -Pork Ribs BBQ -Steamed Rice -Buttered Vegetables (1/2 Cup) -Garlic Chicken -Dessert -Drinks			
MEALS FOR EXECUTIVE COMMITTEE MEETINGS						
2	50	pax	1st Meeting Set MD12 - AB1 (Packed Lunch) -Breaded Porkchop -Banana -1 Cup Rice -230ml C2 Solo			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
3	50	pax	2nd Meeting Set MD10 - AB1 (Packed Lunch) -Fried Chicken -Banana -1 Cup Rice -230ml C2 Solo			
4	50	pax	3rd Meeting Set MD9 - AB1 (Packed Lunch) -Pork Asado -Banana -1 Cup Rice -230ml C2 Solo			
5	50	pax	4th Meeting Set MD7 - AB1 (Packed Lunch) -Pork Bistig -Banana -1 Cup Rice -230ml C2 Solo			
6	50	pax	5th Meeting Set MD6 - AB1 (Packed Lunch) -Chicken Caldereta -Banana -1 Cup Rice -230ml C2 Solo			
7	50	pax	6th Meeting Set MD4 - AB1 (Packed Lunch) -Chicken Teriyaki -Banana -1 Cup Rice -230ml C2 Solo			
8	50	pax	7th Meeting Set MD2 - AB1 (Packed Lunch) -Pork Kare-Kare -Banana			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			-1 Cup Rice -230ml C2 Solo			
9	50	pax	8th Meeting Set MD1 - AB1 (Packed Lunch) -Chicken Adobo -Banana -1 Cup Rice -230ml C2 Solo			
10	50	pax	9th Meeting Set MD9 - AB1 (Packed Lunch) -Pork Asado -Banana -1 Cup Rice -230ml C2 Solo			
11	50	pax	10th Meeting Set MD6 -AB1 (Packed Lunch) -Chicken Caldereta -Banana -1 Cup Rice -230ml C2 Solo			
MEALS FOR ASSESSMENT MEETING						
12	50	pax	Set ME4 - AB4 -Roast Beef -Mixed Vegetables -Banana -1 Cup Rice -300ml Coke Mismo			
Total Amount:						

After having carefully read and accepted your General Conditions, I quote you on the item at prices noted above.



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Location of the Project :

City Tourism and Investment Promotions Office - Tourism And Heritage Division

Printed Name/ Signature

Tel No./ Cellphone No.

Date

TERMS OF REFERENCE

SUPPLY AND DELIVERY OF MEALS TO BE SERVED FOR THE VARIOUS MEETINGS AND ACTIVITIES FOR PYESTANG FERNANDINO 2024 IN THE CITY OF SAN FERNANDO, PAMPANGA SUBJECT TO ORDERING AGREEMENT

I. BACKGROUND

Fiestas are always a participative endeavor, with the community contributing its share in making the whole celebration a communal one. The annual celebration of the feast of St. Ferdinand on May 30, 2024 is one of the most important cultural, historical and religious events in the City of San Fernando, Pampanga that showcase unique Kapampangan unity, ingenuity and hospitality.

To ensure the successful and meaningful execution of the Pyestang Fernandino Activities, an Executive Committee will be created through an Executive Order. This Executive Committee will schedule meetings for the planning of activities.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for Supply And Delivery Of Meals To Be Served For The Various Meetings And Activities For Pyestang Fernandino 2024 In The City Of San Fernando, Pampanga Subject To Ordering Agreement is included in the PPMP with Ref. No. 2023- 445 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of ONE HUNDRED ELEVEN THOUSAND TWO HUNDRED FIFTY PESOS (P 111,250.00).

III. OBJECTIVES

The objectives of the Supply And Delivery Of Meals To Be Served For The Various Meetings And Activities For Pyestang Fernandino 2024 In The City Of San Fernando, Pampanga Subject To Ordering Agreement are as follows:

- To ensure that meals are served during the meeting/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;
- To promote the city as a tourist junction, in line with the City's vision;
- To enhance and strengthen partnership between the private and public sector.

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
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50	Pax	MEALS FOR PRESS CONFERENCE BUFFET (BB4) Pork Ribs BBQ Steamed Rice Buttered Vegetables (1/2 cup) Garlic Chicken Dessert Drinks	<i>W</i> April 2024	Heroes Hall, City of San Fernando, Pampanga (Tentative)
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Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
50	Pax	Meals for Executive Committee Meetings 1st Meeting MD12 (Packed Lunch) Breaded Porkchop Banana 1 cup rice Drinks AB1 230ml C2 Solo	March 2024	Heroes Hall, City of San Fernando, Pampanga (Tentative)
50	Pax	2nd Meeting MD10 (Packed Lunch) Fried Chicken Banana 1 cup rice Drinks AB1 230ml C2 Solo	March 2024	Heroes Hall, City of San Fernando, Pampanga (Tentative)
50	Pax	3rd Meeting MD9 (Packed Lunch) Pork Asado Banana 1 cup rice Drinks AB1 230ml C2 Solo	March 2024	Heroes Hall, City of San Fernando, Pampanga (Tentative)
50	Pax	4th Meeting MD7 (Packed Lunch) Pork Bistig Banana 1 cup rice Drinks AB1 230ml C2 Solo	March 2024	Heroes Hall, City of San Fernando, Pampanga (Tentative)
50	Pax	5th Meeting MD6 (Packed Lunch) Chicken Caldereta Banana 1 cup rice Drinks AB1 230ml C2 Solo	March 2024	Heroes Hall, City of San Fernando, Pampanga (Tentative)
50	Pax	6th Meeting MD4 (Packed Lunch) Chicken Teriyaki	April 2024	Heroes Hall, City of San Fernando, Pampanga (Tentative)

50	Pax	Banana 1 cup rice Drinks AB1 230ml C2 Solo 7th Meeting MD2 (Packed Lunch) Pork kare-kare Banana 1 cup rice Drinks AB1 230ml C2 Solo	April 2024	Heroes Hall, City of San Fernando, Pampanga (Tentative)
50	Pax	8th Meeting MD1 (Packed Lunch) Chicken Adobo Banana 1 cup rice Drinks AB1 230ml C2 Solo	April 2024	Heroes Hall, City of San Fernando, Pampanga (Tentative)
50	Pax	9th Meeting MD9 (Packed Lunch) Pork Asado Banana 1 cup rice Drinks AB1 230ml C2 Solo	April 2024	Heroes Hall, City of San Fernando, Pampanga (Tentative)
50	pax	10th Meeting MD6 (Packed Lunch) Chicken Caldereta Banana 1 cup rice Drinks AB1 230ml C2 Solo	April 2024	Heroes Hall, City of San Fernando, Pampanga (Tentative)

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
50	Pax	MEALS FOR ASSESSMENT MEETING ME4 (Packed Lunch) Roast Beef Mixed Vegetables Banana 1 Cup Rice Drinks AB4 300ml Coke mismo	June 2024	Heroes Hall, City of San Fernando, Pampanga (Tentative)

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 March, April, and June 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 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.
- c. Assign a representative who will coordinate and comply with all the documentary requirements of the project.

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.

Prepared by:


April Tan
Administrative Aide II

Approved by:


Ma. Lourdes Carmella Jade Pangilinan
City Tourism and Investment Promotion Officer

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.