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 Digital Literacy and Capacity Building Programs and Activities in the City of San Fernando, Pampanga**

Location of the Project : **City Information and Communication Technology Office**

Company Name

Address

Date : **Feb 22, 2024**

PR No. : **2024-02-00369**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Wednesday, February 28, 2024 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by:

Monalyn M. Aquino
Administrative Aide VI (Buyer II)

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
BPO awareness seminar						
1	300	pax	1 cup spaghetti with cheeseburger 250 ml minute maid			
ICT Awareness Seminar						
2	150	pax	Baked Mac with a chicken sandwich 300 ml coke mismo			
				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 Local ICT Development Program in the City of San Fernando, Pampanga

I. BACKGROUND

The Department of Information and Communications Technology (DICT), together with the Information Technology (IT) and Business Process Association of the Philippines (IBPAP) and Leechiu Property Consultants (LPC), launched the Digital Cities 2025 initiative, which aims to drive inclusive growth in the countryside by selecting high-potential areas throughout the country and transforming them into bustling IT and Business Process Management (IT-BPM) hubs by 2025.

Seeing its potential, the City of San Fernando, Pampanga (CSFP) was recognized by the DICT as one of the twenty-five (25) viable investment destination of IT and IT-BPM. In due course, the Digital Cities 2025 Roadmap of CSFP was formulated, and CSFP was recognized as a viable investment destination for the IT-BPM Industry.

In the implementation of its Digital Cities 2025 Roadmap, CSFP aims to address the four (4) key parameters under the four-point evaluation system (Digital Cities Scorecard): (*i*) *Talent Availability*; (*ii*) Infrastructure; (*iii*) Cost Effectiveness; and (*iv*) business environment.

To further develop and bring awareness to the available talent here in the City of San Fernando about Business Process Outsourcing (BPO), a seminar-workshop will be conducted in coordination with the BPO sectors, not only here in San Fernando, but also BPOs in Angeles and Clark.

This seminar-workshop aims to remove the stigma about working in the BPO industry and lessen the employee attrition rates which the BPOs are experiencing. According to the IT and Business Process Association of the Philippines (IBPAP), It was revealed that employers struggle to find and keep talent for entry-level and highly skilled positions.

.II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Meals to be served for the Regular ICT Council monthly meeting for 1st Semester of 2024 in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2024-161 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of ninety-one thousand three pesos (Php 91,000.00)

III. OBJECTIVES

The proposed Seminar Workshop is intended to be the culminating event of the City for its ICT related efforts and initiatives which are aimed to address the one (1) of the four (4) key parameters under the Digital Cities Scorecard, the talent availability. The Seminar workshop envisioned to encapsulate the talent availability in the City through the following objectives:

- Capacitate and enable the students to be more exposed and aware of the latest developments and what is happening in the ICT industry;
- Attract more students to take the ICT Course by showcasing the emerging technologies and job opportunities
- To develop CSFP as a viable investment destination for the I.T. and Business Process Management Industry.
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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
700	Pax	Big Size Special Enseymada		SM City Pampanga
700	Bottles	330 ml mineral water		SM City 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. During the delivery, strictly follow the provisions enumerated in the Terms and Condition of the PO/ Contract including the Delivery Schedule, Penalty, among others.

3. 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.

4. Coordination with the supplier/ contractor shall be the function of the CGSO- PMD as its mandate.

5. 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.

Prepared by:

CARLO S. TAPNIO
Procurement Officer

Noted by:

JAMES FRANCIS S. VILLANUEVA
Department Head, CICTO

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.*