



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 1st Quarter Values Enrichment Course 2024 in the City of San Fernando, Pampanga**

Location of the Project : **City Human Resource Management Office**

Company Name

Address

Date : **Feb 29, 2024**

PR No. : **2024-02-00383**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Thursday, March 7, 2024 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by: **Lorraine Kate M. Escoto**

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
1	427	pax	Lunch ME4 Roast Beef Mixed Vegetable 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 1ST QUARTER VALUES ENRICHMENT COURSE 2024 IN THE CITY OF SAN FERNANDO, PAMPANGA

I. BACKGROUND

Looking at the LGU's perspective, mental health programs have also been reinforced through the empowerment of its RHUs' capabilities to address the onset of mental health disorders of which the employees of the LGU itself are also vulnerable. In 2020, through the use of a known scientific tool, 17% of our front line service personnel were identified to be prone to development anxiety and depression. This is why the LGU continually implements interventions such as assessment and interventions through partnership with professional psych organizations. To further this, the CHRMO proposes the implementation of regular programs not only to address potential mental disorders but, ultimately, empower the workforce towards leading a mentally nurturing workplace and lifestyle.

In view of the above, the CHRMO hereby proposes the quarterly Values Alignment Program of the LGU be dedicated towards empowering the workforce in instilling the value of mental health to their overall wellness. This include self-assessment, the fundamentals of psychological first aid and other actions that are not only applicable to them but also their own family and peers.

BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Meals to be served for the 1st Quarter Values Enrichment Course 2024 in the City of San Fernando, Pampanga shall be charged to the CHRMO fund on Values Enrichment Course and is included in the PPMP with Code No. 2024-624 and is already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of Eighty Seven Thousand One Hundred Eight Pesos (P87,108.00) only.

II. TERMS AND CONDITIONS

During the procurement process and delivery/ implementation of the contract, the end- user and the supplier/ contractor shall follow the product specification below:

a. Specifications/ Schedule of Requirements

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
427	pax	Lunch ME4 Roast Beef Mixed Vegetable Banana/Pastries 1 Cup Rice	March 25, 2024	Mini-convention Center, 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/ 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 25, 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 that 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 delivery receipts, and submit immediately to the Inspector or CGSO- PSMD together with two (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:

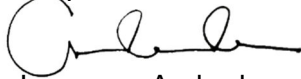
- a. Provide the quantity of meals and other deliverables being required by the training; and
- b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.

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.

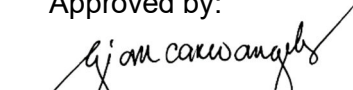
- e. Evaluate the performance of the supplier/ contractor and in case there is a violation to the Contract/ Agreement, prepare a Verified Report.

Prepared and submitted by:



Laurence Andrade
Procurement Officer- CHRMO

Approved by:



Gian Carlo R. Angeles
Acting CHRMO 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.*