



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 Tulong Panghanapbuhay para sa ating Disadvantaged/Displaced Workers (TUPAD) Orientation for 1st Quarter of 2024 in the City of San Fernando, Pampanga**

Location of the Project : **City Administrator's Office - City Employment Services Division**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

Date : **Feb 29, 2024**

PR No. : **2024-02-00429**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, March 4, 2024 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Lorraine Kate M. Escoto

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	1561	pax	MA9 Pancit Guisado with 1 Puto Pao			
2	30	pax	MD9 Pork Asado Banana/Pastries 1 cup Rice			
3	1591	can(s)	Soda in Can			
<b>Total Amount:</b>						

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 DURING THE TULONG PANGHANAPBUHAY PARA SA ATING DISADVANTAGED/DISPLACED WORKERS (TUPAD) ORIENTATION 1ST QUARTER 2024 IN THE CITY OF SAN FERNANDO, PAMPANGA**

#### **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.

In the City Government of San Fernando, Pampanga, the City Public Employment Service Division (CPESO) also known as Public Employment Service Office (PESO) under the City Ordinance No. 2009-016. The CESD/PESO is a non-fee charging multi-dimensional employment service facility or entity established in all Local Government Units (LGUs) in coordination with the Department of Labor and Employment (DOLE) pursuant to R.A. No. 8759 or the PESO Act of 1999 as amended by R.A. No. 10691. The CPESO aims to ensure prompt and efficient delivery of employment facilitation services as well as to provide timely information on labor market and the DOLE Programs.

The CPESO continuously forged strong partnership with the Department of Labor and Employment (DOLE) a government agency with functions implementing Tulong Panghanapbuhay Para Sa Ating Disadvantaged/Displaced Workers (TUPAD) Orientation Program in the City of San Fernando, Pampanga.

#### **II. BUDGETARY REQUIREMENT**

The Budgetary Requirement for the Supply and Delivery of Meals to be served during the Tulong Panghanapbuhay para sa ating Disadvantaged/Displaced Workers (TUPAD) Orientation 1st Quarter 2024 in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2024-2014 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **TWO FIFTY THOUSAND EIGHT HUNDRED SIXTY-SEVEN PESOS (P 250,867.00)**.

#### **III.OBJECTIVES**

The objectives of the Supply and Delivery of Meals to be served during the Tulong Panghanapbuhay para sa ating Disadvantaged/Displaced Workers (TUPAD) Orientation 1st Quarter 2024 in the City of San Fernando, Pampanga are as follows:

1. To ensure that meals are served during the meeting 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

2. To ensure the continuous efficiency and active participation of the DOPLE in the City of San Fernando, Pampanga

#### 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
1561	pax	Meals (A.M. Snacks) MA9 Pancit Guisado with 1 Puto Pao	March 8, 2024 at 9:00 a.m.	Mini Convention, Heroes Hall, CSFP
1591	pax	Soda in Can		
30	pax	MD9 Pork Asado Banana/Pastries 1 cup Rice		

b. Procurement Process

1. For the End- user, ensure the completion of the documents 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. 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.
4. If the procurement process reaches the ensuing year, observe that the allowed delivery is only up to what is stipulated in the contract.

5. 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).
  6. Ensure that there are readily- available supplies upon submission of Request for Quotation (RFQ)/ Bid since delivery is anticipated upon issuance of PO/ Contract.
  7. 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 8, 2024 at 9:00 a.m.
  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:

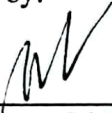
- a. Provide the quantity of meals being required by the project/ program; and
- b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.

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:

  
\_\_\_\_\_  
**MARY ANN C. BILIWANG/End-User**  
Supervising Administrative Officer

Approved by:

  
Engr. **NELSON G. LINGAT**  
City Administrator

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.*