



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 Awareness Raising Campaign on Ethics, Laws and Regulations for City Public Order and Safety Coordinating Office Personnel (Batch 1 and 2) for 2024 in the City of San Fernando, Pampanga**

Location of the Project : **City Public Order and Safety Coordinating Office**

Company Name
Date : **Mar 6, 2024**
PR No. : **2024-03-00445**

Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Wednesday, March 13, 2024 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Rachelle M. Pangilinan


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
BATCH 1						
1	90	pax	AM Snacks MB6 1 cup Carbonarra with garlic bread			
2	90	btl(s)	AB3 330ml mineral water			
3	90	pax	Lunch BA1 Steamed Rice Roast Beef Chicken Terriyaki Fish Fillet w/ Creamy White Sauce Fruits Drinks			
4	90	pax	PM Snacks MB7 1 cup Spaghetti with ham sandwich			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
5	90	btl(s)	AB4 300ml Coke mismo 25.00			
BATCH 2						
6	90	pax	AM Snacks MB9 1 cup Arroz Caldo w/ turon			
7	90	btl(s)	AB3 330ml mineral water			
8	90	pax	BA2 Steamed Rice Beef Broccoli Chicken Fillet BBQ Ribs Dessert Drinks			
9	90	pax	PM Snacks MC2 1 cup Pancit Bihon with cheesy ensaymada			
10	90	btl(s)	AB4 300ml Coke mismo 25.00			
11	200	btl(s)	AB3 330ml mineral water			
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 Awareness Raising Campaign on Ethics, Laws and Regulations for City Public Order and Safety Coordinating Office Personnel (Batch 1 and 2) for 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.

With the ongoing investments and the City's economic progress and development, there is a dramatic increase in vehicular volume and the number of pedestrians that adds up to the current traffic congestion problems the city encounters. As the primary department of the City Government that implements all ordinances pertaining to public order and safety, the CPOSCO is continuously seeking ways to instill discipline among all road users through information dissemination pertaining to public order and safety, regular conduct of clearing operations to different road obstructions, check-points to identify erring drivers and pedestrians, and traffic policing to monitor and maintain public order and safety along major thoroughfares of the City.

The work of CPOSCO enforcers takes toll to their physical, mental, emotional, and spiritual well-being. Studies show and validate the importance of debriefings and stress management particularly for front liners where a sound mind and body are essential.

In view of the above, it is essential for CPOSCO to conduct such activities in order to ensure that all of its personnel stay in the top state of mind.

.II. BUDGETARY REQUIREMENT

The Budgetary Requirement for Supply and Delivery of Meals to be served for the Awareness Raising Campaign on Ethics, Laws and Regulations for City Public Order and Safety Coordinating Office Personnel (Batch 1 and 2) for 2024 in the City of San Fernando, Pampanga and is included in the PPMP with Ref. No. 2024-542 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of One Hundred Forty-seven thousand nine hundred twenty pesos (Php 147,920.00)

III. OBJECTIVES

The objectives of the Supply and Delivery of Meals to be served for the Awareness Raising Campaign on Ethics, Laws and Regulations for City Public Order and Safety Coordinating Office Personnel (Batch 1 and 2) for 2024 in the City of San Fernando, Pampanga are as follows:

1. To ensure that meals are served during the Seminar considering that it is a policy of the City Government that provision of meals is allowed if the duration of the meeting or seminar is more than four (4) hours; and
2. To ensure the continuous efficiency and active participation of the whole Department.

IV. TERMS AND CONDITIONS

During the procurement process and delivery/ implementation of the contract, the end₁ user and the supplier/ contractor shall:

- a. Specifications/ Schedule of Requirements

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
90	Pax	BATCH 1 AM Snacks MB6 1 cup Carbonarra with garlic bread	May 2024	
90	Btls	AB3 330ml mineral water		
90	Pax	Lunch BA1 Steamed Rice Roast Beef Chicken Teriyaki Fish Fillet w/ Creamy White Sauce Fruits Drinks		
90	Pax	PM Snacks MB7 1 cup Spaghetti with ham sandwich		
90	Btls	AB4 300ml Coke mismo		
100	Pcs	AB3 330ml mineral water		
90	Pax	BATCH 2 AM Snacks MB9 1 cup Arroz Caldo w/ turon		
90	Btls	AB3 330ml mineral water		
90	Pax	Lunch BA2 Steamed Rice Beef Broccoli Chicken Fillet BBQ Ribs Dessert Drinks		
90	Pax	PM Snacks MC2 1 cup Pancit Bihon with cheesy ensaymada		
90	Btls	AB1 230ml c2 solo		
100	Pcs	AB3 330ml mineral water		

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 shall be on May 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.

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:


LOUIE P. CLEMENTE
 Department Head, CPOSCO

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.