



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 Special Meetings/Consultations of the GAD Focal Point System-Technical Working Group for 1st Semester of 2024 in the City of San Fernando, Pampanga subject to Ordering Agreement**

Location of the Project : **City Administrator's Office**

Company Name

Address

Date : **Mar 11, 2024**

PR No. : **2024-03-00453**

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 18, 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
1	240	pack(s)	SET MC8-AB3 Seafood Marinara with Ham and Cheese Sandwich, 200ml Minute Maid (tetra pack)			
2	80	pack(s)	SET MC7-AB3 Baked Mac with Chicken Sandwich, 200ml Minute Maid (tetra pack)			
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 Special Meetings/Consultations of the GAD Focal Point System-Technical Working Group for 1st Semester of 2024 in the City of San Fernando, Pampanga subject to Ordering Agreement

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.

II.BUDGETARY REQUIREMENT

The Gender and Development Office is under the office of the Local Chief Executive that is mandated to implement, monitor, support and coordinate all GAD related program, projects and activities of the city government.

The City of San Fernando, Pampanga through the leadership of Mayor Vilma B. Caluag in partnership with the Multi Sectoral Governance Council and leaders of different sectoral formations have crafted its vision for the city benefiting all Fernandinos through the delivery of efficient and timely program services.

One of its priority programs is the localization of MAGNA CARTA in the City of San Fernando, (P). To implement this law, the GAD mainstreaming is being institutionalized in all programs and projects of the local government unit towards gender responsive governance.

Thus, the GAD Focal Point System was created to pursue gender mainstreaming to ensure that gender equality and women empowerment are being addressed up to the grassroot level. It also aims to prescribe policies and procedures in mainstreaming gender perspective in local planning, programming and budgeting, local legislation, project development, implementation, monitoring and evaluation pursuant to RA 9710 or the MCW and specify the oversight roles of the Department of the Interior and Local Government, the Philippine Commission on Women (PCW), the Department of Budget and Management(DBM) and the National Economic and Development Authority (NEDA) in the localization of the MCW.

The Budgetary Requirement for the Supply and Delivery of Meals to be served during the Special Meetings/Consultations of the GAD Focal Point System-Technical Working Group for 1st Semester of 2024 in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2024-1993 amounting to SIXTY FOUR THOUSAND PESOS ONLY (P 64,000.00).

SOURCE OF FUNDS: SPA-GAD ADVOCACY 3000-2-1-02-002-001

III. OBJECTIVES

1. To regularly monitor project/program implementation through the GAD mainstreaming mechanism.
2. To plan and formulate activities for special occasions such as participation/facilitation in the cityhood celebration, conduct of the Women's Month Celebration, City Nutrition, Women's Week, and other related important events in the city.
3. To strengthen, consolidate and operationalize the GFPS.

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
80	pax	AM/PM Snacks for Other Events (2 times - January to June 2024)	Upon approval of DOC & NTP up to June 2024	Heroes Hall, CSFP
240	pax	AM/PM Snacks for Special meetings/ consultations (6 times – January to June 2024)	Upon approval of DOC & NTP up to June 2024	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 conform by the supplier/ contractor.
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 to supply the requirements upon issuance of DOC.
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)/ Delivery Order Contract (DOC), No Delivery" Policy and comply with the delivery period.
2. The Delivery Date shall be upon approval of DOC & NTP up to 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.

- c. 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 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 of CGSO-PSMD.

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.

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.

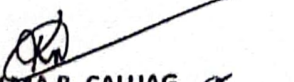
The deliverables of the City Government shall be as follows:

- a. On- time payment of the supplier/ contractor i.e., 15 days after the month.
- 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:


Ms. AMALIA A. CATACUTAN
GFPS-TWG Chairperson

Approved by:


Hon. VILMA B. CALUAG
City Mayor

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.