



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 CCSFP Sports Festival 2024 (Intramurals) at the City College of San Fernando Pampanga**

Location of the Project : **City College of San Fernando, Pampanga**

Company Name

Date : **Mar 18, 2024**

PR No. : **2024-03-00522**

Address

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 25, 2024 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Raiza Venise S. Galang

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
Day 1						
1	150	pax	Set ME6 Chicken Terriyaki Chopsuey Banana/Pastries 1 cup Rice			
2	30	container(s)	Purified Drinking Water (5 gallons / container)			
Day 2						
3	150	pax	Set ME2 Beef Caldereta Mixed Vegetable Banana / Pastries 1 cup Rice			
4	30	container(s)	Purified Drinking Water (5 gallons / container)			



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Location of the Project : **City College of San Fernando, Pampanga**

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
Day 3						
5	150	pax	Set ME7 Fried Chicken Chopsuey Banana / Pastries 1 cup Rice			
6	30	container(s)	Purified Drinking Water (5 gallons / container)			
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 CCSFP SPORTS FESTIVAL 2024 (INTRAMURALS) AT THE CITY COLLEGE OF SAN FERNANDO PAMPANGA

I. BACKGROUND

In conjunction with 1987 Philippine Constitution Article XIV on Sports, Section 19. Specifies on paragraph (1.) The State shall promote physical education and encourage sports programs, league competitions, and amateur sports, including training for international competitions, to foster self-discipline, teamwork, and excellence for the development of a healthy and alert citizenry. Further, paragraph (2) All educational institutions shall undertake regular sports activities throughout the country in cooperation with athletic clubs and other sectors. And pursuant to the Commission on Higher Education Memorandum Order No. 08 Series of 2022 which "aims to promote sports that are inclusive for all, with equal distribution of opportunities and responsibilities in building true characters and leadership, and to establish a holistic sports development program at the tertiary education level, in the quest for academic excellence, youth development, and good citizenry.

Resonating the proverbial words "All work and no play makes Juan dela Cruz a dull boy". We cannot separate academic learning and sports education in the educational formation of our students. This is why we wanted to engage them to participate in a three-day sports fest. To show their leadership, sharing, team spirit, tolerance, love for sports, camaraderie, discipline, and sportsmanship. The events that will be participated by our students are basketball, volleyball, chess, cheer dance, ultimate frisbee, badminton and table tennis. This year's theme is "TARA NA, ABE KA, MAMIYALUNG KA, ASLAG NING BALEN". It aims to promote oneness among students and their leadership skills. Therefore, it is in this virtue that we wanted to spearhead this proposal for the CCSFP SPORTS FEST 2024. Our commitment to quality education is our passion. We fervently hope for your kind consideration and immediate response on this regard.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Meals to be served for the CCSFP Sports Festival 2024 (Intramurals) at the City College of San Fernando Pampanga is included in the PMP with Ref No. 2024-1303 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of EIGHTY-ONE THOUSAND NINE HUNDRED PESOS ONLY (P 81,900.00).

III. OBJECTIVES

The objective of Supply and Delivery of Meals to be served for the CCSFP Sports Festival 2024 (Intramurals) at the City College of San Fernando Pampanga are as follows:

1. To foster the will to excellence and the spirit of healthy competitiveness to all ASLAG NING BALEN.
2. To promote the virtues incorporated in the Constitution the virtue of self-discipline, teamwork, and excellence for the development of healthy and alert citizenry.
3. To identify potential students-athlete who could join and represent the City College of San Fernando locally and somehow internationally.

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
DAY 1				
150	pax	Set ME6 Chicken Terriyaki Chopsuey Banana/Pastries	April 2024	City College of San Fernando Pampanga

		1 cup Rice		
30	container(s)	Purified Drinking Water (5 gallons / container)	April 2024	City College of San Fernando Pampanga
DAY 2				
150	pax	Set ME2 Beef Caldereta Mixed Vegetable Banana / Pastries 1 cup Rice	April 2024	City College of San Fernando Pampanga
30	container(s)	Purified Drinking Water (5 gallons / container)	April 2024	City College of San Fernando Pampanga
DAY 3				
150	pax	Set ME7 Fried Chicken Chopsuey Banana / Pastries 1 cup Rice	April 2024	City College of San Fernando Pampanga
30	container(s)	Purified Drinking Water (5 gallons / container)	April 2024	City College of San Fernando 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. The Delivery Period shall be April 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 one (1) delivery receipt, 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 with the stated specifications being required by the project/program,
- b. Provide the menu of quality as requested by the end user,
- c. 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.

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Prepared by:


IRENE P. PINEDA, MAEd
Dean, Student Activities and Services

CONFORME:
_____ Signature over Printed Name
Date: _____

Approved by:


ATTY. GLORIA J. VICTORIA-BAÑAS, CPA, DPA, CESO V
College Administrator / President

IV. TI

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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.