



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 various Meetings and Activities for Mutya Ning San Fernando 2024 in the City of San Fernando, Pampanga subject to Ordering Agreement**

Location of the Project : **City Tourism and Investment Promotions Office - Tourism And Heritage Division**

Company Name _____ Date : **Mar 21, 2024**

PR No. : **2024-03-00555**

Address _____

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, March 26, 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
MEALS FOR JUDGES AND COMMITTEE MEMBERS (SCREENING)						
1	10	pax	Set ME4 - AB4 -Roast Beef -Mixed Vegetables -Banana -1 cup rice -300ml Coke mismo			
MEALS FOR ORIENTATION OF OFFICIAL CANDIDATES						
2	50	pax	Set ME2 - AB4 -Beef Caldereta -Mixed Vegetables -Banana -1 cup rice -300ml Coke mismo			
MEALS FOR PRESS PRESENTATION, TALENT AND PRE-PAGEANT COMPETITION						



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
3	135	pax	Set MD6 - AB1 -Chicken Caldereta -Banana -1 cup rice -230ml C2 solo			
MEALS FOR JUDGES - PRESS PRESENTATION, TALENT AND PRE-PAGEANT COMPETITION						
4	5	pax	Set ME5 - AB1 -BBQ Chicken -Chopsuey -Banana -1 cup rice -230ml C2 Solo			
MEALS FOR ADVOCACY AND SWIMWEAR COMPETITION						
5	135	pax	Set MD9 - AB1 -Pork Asado -Banana -1 cup rice -230ml C2 solo			
MEALS FOR JUDGES - ADVOCACY AND SWIMWEAR COMPETITION						
6	3	pax	Set ME4 - AB1 -Roast Beef -Mixed Vegetables -Banana -1 cup rice -230ml C2 solo			
MEALS FOR JUDGES - CORONATION NIGHT						
7	5	pax	Set MF3 - AB4 -Chicken BBQ -1/2 cup Seafood Chopsuey -Banana -1 cup rice -300ml Coke mismo			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
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 VARIOUS MEETINGS AND ACTIVITIES FOR MUTYA NING SAN FERNANDO 2024 IN THE CITY OF SAN FERNANDO, PAMPANGA SUBJECT TO ORDERING AGREEMENT

I. BACKGROUND

Fiestas are always a participative endeavor, with the community contributing its share in making the whole celebration a communal one. The annual celebration of the feast of St. Ferdinand on May 30, 2024 is one of the most important cultural, historical and religious events in the City of San Fernando, Pampanga that showcase unique Kapampangan unity, ingenuity and hospitality.

Mutya ning San Fernando is an annual search for young and talented Fernandinas, traditionally a part of the celebration of the Pyestang Fernandino.

This is a search for young Fernandinas from different barangays in the City who will serve as ambassadors of good will and spokespersons on the City's various advocacies such as the preservation of the environment and culture and heritage. It also serves as a training ground for the youth, to boost their confidence and public speaking skills, and empower them to participate in various community programs.

This activity is in line with our continuing recognition of the innate good looks, charm and outstanding talent of the Fernandinos. The competition is one of the most anticipated events in the city.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for Supply And Delivery Of Meals To Be Served For The Various Meetings And Activities For Mutya Ning San Fernando 2024 In The City Of San Fernando, Pampanga Subject To Ordering Agreement is included in the PPMP with Ref. No. 2024-755 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of FIFTY EIGHT THOUSAND SIX HUNDRED EIGHTY SEVEN PESOS (P 58,687.00).

III. OBJECTIVES

The objectives of the Supply And Delivery Of Meals To Be Served For The Various Meetings And Activities For Pyestang Fernandino 2024 In The City Of San Fernando, Pampanga Subject To Ordering Agreement are as follows:

- To inculcate and develop a sense of pride among Fernandinos;
- To enhance the talents and skills of young Fernandinos through a talent search and competition;
- To screen and select the City's next representative for various pageants, and spokespersons for various advocacies.

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
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10	Pax	MEALS FOR JUDGES AND COMMITTEE MEMBERS (SCREENING) SET ME4 Roast Beef Mixed Vegetable Banana 1 cup rice AB4 300ml Coke mismo	April 2024	Giant Lantern and Tourist Information Center (Old Paskuhan Village) (Tentative)
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Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
50	Pax	MEALS ORIENTATION FOR OFFICIAL CANDIDATES SET ME2 Beef Caldereta Mixed Vegetable Banana 1 cup rice AB4 300ml Coke mismo	April 2024	Heroes Hall (Tentative)

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
135	Pax	MEALS Press Presentation, Talent, and Pre-Pageant Competition SET MD6 Chicken Caldereta Banana 1 cup rice AB1 230ml C2 Solo	May 2024	SM Event Center (Tentative)
5	Pax	Meals for Judges Bbq Chicken Chopsuey Banana 1cup Rice AB1 230ml C2 Solo		

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
135	Pax	MEALS Advocacy and Swimwear Competition SET MD9 Pork Asado Banana 1 cup rice	May 2024	SM Telabastagan (Tentative)
3	pax	AB1 230ml C2 Solo Meals for Judges Roast Beef Mixed vegetable Banana 1 cup rice AB1 230ml C2 Solo		

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
5	Pax	MEALS Coronation Night (Judges) SET MF3 Chicken Bbq ½ cup Seafood Chopsuey Banana 1 cup rice AB4 300ml Coke mismo	May 2024	Bren Z. Guiao Convention Center (Tentative)

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 ^{to} April, and 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.
- c. Assign a representative who will coordinate and comply with all the documentary requirements of the project.

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 by:


April Tan
Administrative Aide II

Approved by:


Ma. Lourdes Carmella Jade Panglilan
City Tourism and Investment Promotions Officer

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.