



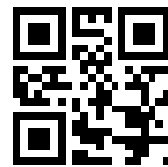
Republic of the Philippines
Province of Pampanga

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 2024 ICT Summit in the City of San Fernando, Pampanga**
Location of the Project : **City Information and Communication Technology Office**


Company Name _____ Date : **Mar 21, 2024**
PR No. : **2024-03-00556**
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 27, 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	150	pax	Buffet Set BA4 Steamed Rice Beef Caldereta Pork Asado Spring Rolls Dessert Drinks			
2	100	pax	SET MB7 1 Cup Spaghetti with Ham sandwich 330 ml mineral water			
3	100	pax	SET MC2 1 cup Pancit Bihon with cheesy ensaymada 300 ml coke mismo			
4	150	pax	Buffet Set BA1 Steamed Rice Roast beef Chicken Teriyaki Fish Fillet with creamy white sauce Fruits Drinks			
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 2024 ICT Summit in the City of San Fernando, Pampanga

I. BACKGROUND

One of the primary objectives of the City is to transform itself into a Smart Sustainable City. To achieve such milestone, the City, among others, aims to jumpstart the ICT community in the City through collaborative efforts between the people and the government.

Last year, the first ever ICT SUMMIT was held at the SM City Pampanga Event Center. Together with the generous partners and sponsors, the City Government successfully hosted the first LGU-lead ICT Summit.

Last year theme was "BREAKING BARRIERS", now that the barriers have been broken and the ICT community is starting to jumpstart, it is now time to "LEVEL UP"!

The 2024 ICT Summit will focus on how gaming and today's media changed the digital landscape.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Meals to be served for the 2024 ICT Summit in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2024-721 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of one hundred sixty thousand pesos (Php 160,000.00)

III. OBJECTIVES

The proposed Seminar Workshop is intended to be the culminating event of the City for its ICT related efforts and initiatives which are aimed to address the one (1) of the four (4) key parameters under the Digital Cities Scorecard, the talent availability. The Seminar workshop envisioned to encapsulate the talent availability in the City through the following objectives:

1. Capacitate and enable the students to be more exposed and aware of the latest developments and what is happening in today's digital era;
2. Showcase the role of e-games in our society and how it changes our culture

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
150	Pax	Buffet Set BA1 Steamed Rice Roast beef Chicken Teriyaki Fish Fillet with creamy white sauce Fruits Drinks		SM City Pampanga Event Center
100	Pax	SET MC2 1 cup Pancit Bihon with cheesy ensaymada 300 ml coke mismo		

150	Pax	Buffet Set BA4 Steamed Rice Beef Caldereta Pork Asado Spring Rolls Dessert Drinks		
100	Pcs	SET MB7 1 Cup Spaghetti with Ham sandwich 330 ml 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. During the delivery, strictly follow the provisions enumerated in the Terms and Condition of the PO/ Contract including the Delivery Schedule, Penalty, among others.
3. 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.
4. Coordination with the supplier/ contractor shall be the function of the CGSO- PMD as its mandate.
5. 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 by:


CARLO S. TAPNIO
Procurement Officer

Noted by:


JAMES FRANCIS S. VILLANUEVA
City ICT Officer

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.