



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 Tokens for the CDRRM Council Members Year-End Assessment on December 2024 in the City of San Fernando, Pampanga**
Location of the Project : **City Mayor's Office - City Disaster Risk Reduction and Management Division**

Company Name
Date : **Apr 1, 2024**
PR No. : **2024-03-00571**

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, April 8, 2024 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by: **Rachelle M. Pangilinan**
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 |
|--|-----|---------|--|---------|------------|-------|
| Permanent and Alternate Members | | | | | | |
| 1 | 92 | pack(s) | Tokens -- 1 750 ml Red Grape Juice -- 1 tub Chocolate Chip Cookies 600g -- 1 40g 10x White Coffee Hazelnut --1 836g Fruit Cocktail -- 1 250g All Purpose Cream -- 1 400g Bolognese Pomodoro Italiano -- 500g Penne Rigati -- 1 624g Choco Malt Milk Drink -- Red Eco Bag | | | |
| Secretariat | | | | | | |
| 2 | 10 | pack(s) | Tokens -- 1 750 ml Red Grape Juice -- 1 tub Chocolate Chip Cookies 600g -- 1 40g 10x White Coffee Hazelnut --1 836g Fruit Cocktail -- 1 250g All Purpose Cream -- 1 624g Choco Malt Milk Drink -- Red Eco Bag | | | |
| 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 TOKENS FOR THE CDRRM COUNCIL MEMBERS YEAR-END ASSESSMENT ON DECEMBER 2024 IN THE CITY OF SAN FERNANDO, PAMPANGA

I.BACKGROUND

Pursuant to Sanguniang Panlungsod Ordinance no. 2014-010, An Ordinance amending SP Ordinance No. 2012-003, otherwise known as the City Disaster Risk Reduction and Management Code. In Chapter 4 Section 8, The City Disaster Risk Reduction and Management Council came into form through Republic Act No. 10121. As embodied in this Act, the existing City Disaster Risk Reduction and Management Councils shall henceforth be known as the City Disaster Risk Reduction and Management Council.

As the primary objective / function of the City Disaster Risk Reduction and Management Council are as follows;

1. Approve, monitor and evaluate the implementation of the LDRRMP's and regularly review and test the plan consistent with the other national and local planning programs;
2. Ensure integration of disaster risk reduction and climate change adaptation into local development plans, programs and budgets as a strategy in sustainable development and poverty reduction;

II.BUDGETARY REQUIREMENT

The Budgetary Requirement for Supply and Delivery of Tokens for the CDRRM Council Members Year-End Assessment on December 2024 in the City of San Fernando, Pampanga, is included in the PPMP in the amount of ONE HUNDRED NINETY NINE THOUSAND PESOS (P 199,000.00).

III.OBJECTIVES

1. To evaluate the performance of the CDRRM Council for the year 2023 and identify opportunities for improvement.

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 |
|-------------|-------------|--|----------------------|-------------------|
| 92 | packs | Permanent and Alternate Members Tokens -- 1 750 ml Red Grape Juice -- 1 tub Chocolate Chip Cookies 600g -- 1 40g 10x White Coffee Hazelnut --1 836g Fruit Cocktail - - 1 250g All Purpose Cream | DECEMBER 2024 | Heroes Hall, CSFP |

| | | | | |
|----|-------|---|--|--|
| | | -- 1 400g Bolognese Pomodoro Italiano -- 500g Penne Rigati -- 1 624g Choco Malt Milk Drink -- Red Eco Bag | | |
| 10 | packs | Tokens -- 1 750 ml Red Grape Juice -- 1 tub Chocolate Chip Cookies 600g -- 1 40g 10x White Coffee Hazelnut --1 836g Fruit Cocktail - - 1 250g All Purpose Cream -- 1 624g Choco Malt Milk Drink -- Red Eco Bag | | |

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/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. Ensure to supply the requirements upon issuance of DOC.
5. 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 Period shall be on DECEMBER 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 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 sheets 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 tokens 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:

RAYMOND B. DEL ROSARIO
LDRRMO IV

| |
|--------------------------------------|
| 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.