



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 126th Philippine Independence Day Celebration in the City of San Fernando, Pampanga on June 2024**

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

Company Name
Date : **Apr 8, 2024**
PR No. : **2024-04-00639**

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 15, 2024 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Joan D. Gutierrez

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 B BB3 -Lengua Alexandria -Chicken Terriyaki -Stir Fried Vegetables and Mongo Sprouts -Shrimp Tempura with Sweet and Sour Sauce -Rice -Banana -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 DURING THE 126TH PHILIPPINE INDEPENDENCE DAY CELEBRATION IN THE CITY OF SAN FERNANDO, PAMPANGA ON JUNE 2024

I. BACKGROUND

President Diosdado Macapagal once said “the promotion of a healthy nationalism is a part of the responsibility of the leaders of newly independent nations”. He supported this with the statement that after leaders lay the foundation for economic development, they promote nationalism and spur the search for national identity. This we can do by honoring our distinguished forebears and notable periods in our history.

In keeping on these sentiments, the City Government of San Fernando will celebrate the 126th Philippine Independence Day on June 12, 2024 (Wednesday) through a wreath-laying and flag raising ceremony which will also stimulate economic activity and engage different sectors of the community.

ii. BUDGETARY REQUIREMENT

The Budgetary Requirement for Supply and Delivery of Meals to be served during the 126th Philippine Independence Day Celebration in the City of San Fernando, Pampanga on June 2024 is included in the PPMP with Ref. No. 2024-762 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of FIFTY-NINE THOUSAND FOUR HUNDRED PESOS (P 59,400.00).

III. OBJECTIVES

The objectives of the Supply and Delivery of Meals to be served during the 126th Philippine Independence Day Celebration in the City of San Fernando, Pampanga on June 2024 are as follows:

- To inculcate and develop a sense of pride and place among Fernandinos;
- To encourage participation to all Fernandinos in the promotion of nationalism, through increased participation in community uplifting development programs.

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 B BB3 Lengua Alexandria Chicken Terriyaki Stir Fried Vegetables and Monggo Sprouts Shrimp Tempura w/Sweet and Sour Sauce Rice Banana Drinks	June 2024	Heroes Hall, City of San Fernando, Pampanga (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 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.
 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 ^{at}

Approved by:


Ma. Lourdes Carmella Jade Pangilinan ^{at}
City Tourism and Investment Promotion 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.