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 Standard First Aid Training of Trainers in the City of San Fernando, Pampanga**

Location of the Project : **City Mayor's Office - City Disaster Risk Reduction and Management Division**

_____
Company Name

_____
Address

Date : **Apr 8, 2024**

PR No. : **2024-04-00646**

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:

Camille C. Mendiola

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
Day 1 - AM Snacks						
1	40	pax	MA10-AB3 -- Pancit Canton with 2 pcs Kutsinta, 330ml Mineral Water			
Day 1 - Lunch						
2	40	pax	ME5-AB3 -- BBq Chicken, Chopsuey, Banana/Pastries, 1 cup Rice, 330ml Mineral Water			
Day 1 - PM Snacks						
3	40	pax	MC7-AB3 -- Baked Mac with Chicken Sandwich, 330ml Mineral Water			
Day 2 - AM Snacks						
4	40	pax	MA14-AB3 -- Sopas with 2 pcs Siomai, 330ml Mineral Water			

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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
Day 2 - Lunch						
5	40	pax	MD8-AB3 -- Chicken Asado, Banana/Pastries, 1 cup Rice, 330ml Mineral Water			
Day 2 - PM Snacks						
6	40	pax	MA16-AB3 -- Pancit Palabok with 1 Puto Pao, 330ml Mineral Water			
Day 3 - AM Snacks						
7	40	pax	MC4-AB3 -- 1 cup Goto w/ 1/2 cup Tokwa't Baboy, 330ml Mineral Water			
Day 3 - Lunch						
8	40	pax	MF2-AB3 -- Pork Kare-Kare, 1 pc Fried Chicken, Banana/Pastries, 1 cup Rice, 330ml Mineral Water			
Day 3 - PM Snacks						
9	40	pax	MB7-AB3 -- 1 cup Spaghetti with Ham Sandwich, 330ml Mineral Water			
Day 4 - AM Snacks						
10	40	pax	MB9-AB3 -- 1 cup Arroz Caldo w/ Turon, 330ml Mineral Water			
Day 4 - Lunch						
11	40	pax	BB2 -- Pot Roast Beef, Sizzling Golden Chicken w/ Bean, Carrots & Fries, Fish Fillet in Tartar Sauce, Rice, Banana, Drinks			
Day 4 - PM Snacks						

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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
12	40	pax	MC5-AB3 -- 1 cup Carbonarra with Clubhouse Sandwich, 330ml Mineral Water			
				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 STANDARD FIRST AID TRAINING OF TRAINERS IN THE CITY OF SAN FERNANDO, PAMPANGA.

I.BACKGROUND

For life-saving skills training, the City Disaster Risk Reduction and Management Office will be conducting basic and training of trainers to fast-track efforts of bringing these in every community. Considering the current context of emergencies and disasters in the city, competency building among responders must be prioritized to enable them to teach the population on the competencies essential for survival and these include learning the Standard First Aid (SFA) Training.

This training intends to provide a wide variety of healthcare professionals and non-medical allied people the ability to teach others how to recognize several life-threatening emergencies and provide First Aid safely and effectively.

II.BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Meals to be served for the Standard First Aid Training of Trainers in the City of San Fernando, Pampanga, is included in the PPMP in the amount of NINETY SIX THOUSAND NINE HUNDRED TWENTY PESOS (P 96,920.00).

III.OBJECTIVES

- To equip participants with knowledge, skills, and abilities to decrease morbidities and mortalities during emergencies and disasters

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
120	pax	Day 1 AM Snacks MA10-AB3 Lunch ME5-AB3 PM Snacks MC7-AB3	APRIL-JULY 2024 (4 Days)	Heroes Hall, CSFP
120	pax	Day 2 AM Snacks MA14-AB3 Lunch MD8-AB3 PM Snacks MA16-AB3		

120	pax	Day 3 AM Snacks MC4-AB3 Lunch MF2-AB3 PM Snacks MB7-AB3		
120	pax	Day 4 AM Snacks MB9-AB3 Lunch BB2 (Buffet) PM Snacks MC5-AB3		

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 from April – July 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 meals required by the project/ program; and
b. Strictly follow the specifications, menu 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.