



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 Basic Water Safety Training Course for Responders 2024 (Batch 1 and 2) 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 15, 2024

PR No. :

2024-04-00689

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 22, 2024 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Camille C. Mendiola

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	70	pax	MA10-AB3 -- Pancit Canton with 2 pcs Kutsinta, 330ml Mineral Water			
Day 1 - Lunch						
2	70	pax	ME5-AB3 -- BBQ Chicken, Chopsuey, Banana/Pastries, 1 cup Rice, 330ml Mineral Water			
Day 1 - PM Snacks						
3	70	pax	MC7-AB3 -- Baked Mac with Chicken Sandwich, 330ml Mineral Water			
Day 1 - Dinner						



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 Basic Water Safety Training Course for Responders 2024 (Batch 1 and 2) in the City of San Fernando, Pampanga**

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

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
4	10	pax	ME2-AB3 -- Beef Caldereta, Mixed Vegetable, Banana/Pastries, 1 cup Rice, 330ml Mineral Water			
Day 2 - AM Snacks						
5	70	pax	MA14-AB3 -- Sopas with 2 pcs Siomai, 330ml Mineral Water			
Day 2 - Lunch						
6	70	pax	MD8-AB3 -- Chicken Asado, Banana/Pastries, 1 cup Rice, 330ml Mineral Water			
Day 2 - PM Snacks						
7	70	pax	MA16-AB3 -- Pancit Palabok with 1 Puto Pao, 330ml Mineral Water			
Day 2 - Dinner						
8	10	pax	ME8-AB3 -- 1 whole Fried Bangus, Ensalada Paco or any kind of Ensalada, Banana/Pastries, 1 cup Rice, 330ml Mineral Water			
Day 3 - AM Snacks						
9	70	pax	MC4-AB3 -- 1 cup Gotow/ 1/2 cup Tokwa't Baboy, 330ml Mineral Water			
Day 3 - Lunch						
10	70	pax	MF2-AB3 -- Pork Kare-Kare, 1 pc Fried Chicken, Banana/Pastries, 1 cup Rice, 330ml Mineral Water			
Day 3 - PM Snacks						



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 Basic Water Safety Training Course for Responders 2024 (Batch 1 and 2) in the City of San Fernando, Pampanga**

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

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
11	70	pax	MB7-AB3 -- 1 cup Spaghetti with Ham Sandwich, 330ml Mineral Water			
Day 3 - Dinner						
12	10	pax	MF12-AB3 -- Breaded Porkchop, Chicken Caldereta, Banana/Pastries, 1 cup Rice, 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 BASIC WATER SAFETY TRAINING COURSE FOR RESPONDERS 2024 (BATCH 1 AND 2) IN THE CITY OF SAN FERNANDO, PAMPANGA

I.BACKGROUND

With the sloping topography of the City -- generally low-lying in the Southern area, flash floods have been observed to be prevalent in some of its barangays. The San Fernando Rescue Unit (SAFRU) Search and Rescue Team has always been keen to any water-related incident/s in the City. In past occurrences, the responders have provided immediate rescue services in flooded areas during onslaught of typhoons/southwest monsoons.

In line with the previously conducted Basic Water Safety Training, this Water Safety Training Course will be the second level course that will cover a review on basic swimming skills to relatively advanced water search and rescue techniques.

At the end of this Water Safety Training Course, the responders are expected to familiarize themselves with various swimming strokes, water rescue techniques, and the use of water personal protective equipment necessary for water search and rescue.

II.BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Meals to be served for the Basic Water Safety Training Course for Responders 2024 (Batch 1 and 2) in the City of San Fernando, Pampanga, is included in the PPMP in the amount of ONE HUNDRED EIGHTEEN THOUSAND FIVE HUNDRED PESOS (P 118,500.00)

III.OBJECTIVES

- To enhance their technical skills on basic water safety techniques
- To supply and deliver the meals for the participants during the training
- To effectively and efficiently conduct the activity/program

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
220	pax	Day 1 AM Snacks MA10-AB3 Lunch ME5-AB3 PM Snacks MC7-AB3 Dinner ME2-AB3	JULY- SEPTEMBER 2024	Within CSFP
		Day 2 AM Snacks MA14-AB3		

220	pax	Lunch MD8-AB3 PM Snacks MA16-AB3 Dinner ME8-AB3		
220	pax	Day 3 AM Snacks MC4-AB3 Lunch MF2-AB3 PM Snacks MB7-AB3 Dinner MF12-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 July and September 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.