



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 International Disability Day 2024 in the City of San Fernando, Pampanga**

Location of the Project : **City Social Welfare and Development Office**

Company Name

Address

Date : **Apr 25, 2024**

PR No. : **2024-04-00740**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Thursday, May 2, 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	300	pax	Set BD1 (Buffet) - Roast Beef w/ Mashed Potato in Mushroom Sauce - Chicken Galantine w/ Cocktail Dressing - Grilled Baby Back ribs in Pineapple Bbq sauce - Fish fillet in Thai Sauce - Buttered Vegetables - Steamed Pandan Rice - Buko Fruit Salad/ Fresh Fruits - Lemon Iced Tea			
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 INTERNATIONAL DISABILITY DAY 2024 IN THE CITY OF SAN FERNANDO, PAMPANGA

I. BACKGROUND

The City Government through the City Social Welfare and Development Office (CSWDO) and Persons with Disabilities Affairs Office (PDAO) recognizes the role and contribution of Persons with Disabilities in our society, in doing so, special programs and activities are designed to maximize their full potentials and making them productive participants in nation building. Republic Act No. 7277 otherwise known as the "Magna Carta for Disabled Persons" is an Act providing for rehabilitation, self-development and self-reliance of Persons with Disabilities (PWDs).

The laws stipulated that Persons with Disabilities are part of our society thus the State must give full support to the improvement of their total well-being. Section 1 Chapter 4 of the Magna Carta for Disabled Persons states that the Department of Social Welfare and Development (DSWD) / City Social Welfare and Development Office (CSWDO) shall develop and implement programs on auxiliary social services that responds to the needs of the marginalized disabled persons. Since the Person with Disabilities (PWDs) are one of the priority sectors of the City of San Fernando, Pampanga, the City Government gave its full support for the PWDs thru the City Social Welfare and Development Office and Community Affairs Office shall give it's full support in spearheading various activities in recognition of their importance, the need to uplift the social, emotional and economic status is very much significant in order to give them the chance to become an active member of our society despite of being Persons with Disability.

Section 2 (a) of RA 7277 states that "disabled person are part of the Philippine society thus the Senate shall give full support to the improvement of the total well-being of the disabled persons and their integration into the mainstream of society." Further, the United General Assembly resolution no. 47/3 in 1992, that the International Day of Disabled Persons be observe on December 3 of each year. The observance of the day aims to promote an understanding of disability issues and mobilize support for the dignity, rights and well being of persons with disabilities.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the **SUPPLY AND DELIVERY OF MEALS TO BE SERVED FOR THE INTERNATIONAL DISABILITY DAY 2024 IN THE CITY OF SAN FERNANDO, PAMPANGA** is included in the PMP with Ref. No. 2024-1948 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **ONE HUNDRED FIFTY-EIGHT THOUSAND, FOUR HUNDRED PESOS (PHP 158,400.00)**

III. OBJECTIVES

The general objective of the project is to facilitate the annual celebration of International Disability Day. The importance of the celebration is provided to all registered PWDs from the City of San Fernando, who hampered to function normally because of physical limitation of PWDs.

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
300	Pax(s)	Set BD1 Roast Beef w/ Mashed Potato in Mushroom Sauce Chicken Galantine w/ Cocktail Dressing Grilled Baby Backribs in Pineapple Bbq Sauce Fish Fillet in Thai Sauce Buttered Vegetables Steamed Pandan Rice Buko Fruit Salad/Fresh Fruits/Leche Flan Lemon Iced Tea	November - December 2024	Mini Convention Heroes Hall, City of San Fernando, Pampanga

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. 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 November to December 2024, at 12:00 pm. (Lunch)**
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 CGSOProperty 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 CGSO- PSMD shall inspect and accept the delivery.
2. The supplier/contractor shall present the PO and issue Sales Invoice.
3. The CGSO- PSMD shall prepare the corresponding Inspection and Acceptance Report/s.

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 the meals being required by the project/ program; and
- b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.

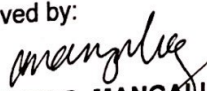
The deliverables of the City Government shall be as follows:

- a. On- time payment of the supplier/ contractor i.e., 15 days after the delivery.
- b. End- user shall monitor the delivery.
- c. The Procurement Officer shall assist in the monitoring and on- time payment of the supplier/ contractor.
- 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:


NIKKEY D. CARREON, RSW
Administrative Aide VI

Approved by:


CANNETH C. MANGALUS
Acting CSWD Officer/End-User

CONFORME:	
_____ Signature over Printed Name	_____ Date