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 Jingle Making Contest of National Disaster Resilience Month 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

Address

Date : **May 2, 2024**

PR No. : **2024-04-00787**

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 9, 2024 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by:

Monalyn M. Aquino
Administrative Aide VI (Buyer II)

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
1	130	pax	AM Snacks MC7-AB3 -- Baked Mac with Chicken Sandwich, 330ml Mineral Water			
2	130	pax	Lunch MF3-AB3 -- Chicken BBq, 1/2 cup Seafood Chopsuey, 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 JINGLE MAKING CONTEST OF NATIONAL DISASTER RESILIENCE MONTH 2024 IN THE CITY OF SAN FERNANDO, PAMPANGA.

I.BACKGROUND

In line with the City Government's initiatives in promoting preparedness and disaster resiliency, through the City Disaster Risk Reduction and Management Office, the office will be conducting a Jingle Making Contest which will be participated by the Junior and Senior High School students of the City of San Fernando.

This activity aims to continuously enhance the skills and knowledge of the Fernandinos resiliency towards their capability to mitigate hazards, control the effects of disasters, and carry out recovery activities.
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II.BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Meals to be served for the Jingle Making Contest of National Disaster Resilience Month 2024 in the City of San Fernando, Pampanga, is included in the PPMP in the amount of FIFTY NINE THOUSAND FIVE HUNFRED FOURTY HUNDRED PESOS (P 59,540.00).

III.OBJECTIVES

The NDRM observance reiterates the importance of understanding disaster risks, strengthening disaster risk governance, investing in disaster risk reduction for resilience and enhancing preparedness for effective response.

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

Kick-off Motorcade Activity

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
130	pax	AM Snacks MC7-AB3 Lunch MF3-AB3	July 2024	Within CSFP

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 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 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.