



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 Community Based Disaster Risk Reduction and Management Training Course (CBDRRM) for Barangay (Batch 1 & Batch 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 : **May 2, 2024**
PR No. : **2024-04-00789**
Address _____

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:

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
Batch 1 - Day 1						
1	65	pax	AM Snacks MB8 -- 1 cup Goto with Tokwa't Baboy			
2	65	pax	Lunch ME1 -- Pork Caldereta, Mixed Vegetable, Banana/Pastries, 1 cup Rice			
3	65	pax	PM Snacks MC8 -- Seafood Marinara with Ham and Cheese Sandwich			
4	3	container(s)	Purified Drinking Water (5gal/container)			
Batch 1 - Day 2						
5	65	pax	AM Snacks MB4 -- 1 cup Pancit Canton with 2 pcs Siomai			
6	65	pax	Lunch ME4 -- Roast Beef, Mixed Vegetable, Banana/Pastries, 1 cup Rice			
7	65	pax	PM Snacks MB16 -- 1 cup Lelut Balatung and 2 pcs Palitaw			
8	3	container(s)	Purified Drinking Water (5gal/container)			
Batch 1 - Day 3						
9	65	pc(s)	AM Snacks MB11 -- 1 cup Wonton Soup w/ 5 pcs medium size Wonton and Puto Pao			
10	65	pax	Lunch ME7 -- Fried Chicken, Chopsuey, Banana/Pastries, 1 cup Rice			
11	65	pax	PM Snacks MB19			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			-- 4 big size Turon and Gandus			
12	3	container(s)	Purified Drinking Water (5gal/container)			
Batch 2 - Day 1						
13	67	pax	AM Snacks MB3 -- 1 cup Pancit Bihon with 2 pcs Turon			
14	67	pax	Lunch ME2 -- Beef Caldereta, Mixed Vegetable, Banana/Pastries, 1 cup Rice			
15	67	pax	PM Snacks MB1 -- Big Size Cheese Burger with TLC			
16	3	container(s)	Purified Drinking Water (5gal/container)			
Batch 2 - Day 2						
17	67	pax	AM Snacks MB5 -- 1 cup Sotanghon with 3 pcs Kutsinta			
18	67	pax	Lunch ME3 -- Pork or Chicken Adobo, Mixed Vegetable, Banana/Pastries, 1 cup Rice			
19	67	pax	PM Snacks MB12 -- 1 cup Lomi with 5 pcs Meatballs and 3 pcs Kutsinta			
20	3	container(s)	Purified Drinking Water (5gal/container)			
Batch 2 - Day 3						
21	67	pax	AM Snacks MB6 -- 1 cup Carbonarra with Garlic Bread			
22	67	pax	Lunch ME5 -- BBQ Chicken, Chopsuey, Banana/Pastries, 1 cup Rice			
23	67	pax	PM Snacks MB17 -- 1 cup Lelut Mais			
24	3	container(s)	Purified Drinking Water (5gal/container)			
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 COMMUNITY BASED DISASTER RISK REDUCTION AND MANAGEMENT TRAINING COURSE (CBDRRM) FOR BARANGAY (BATCH 1 & BATCH 2) IN THE CITY OF SAN FERNANDO, PAMPANGA.

I.BACKGROUND

Community-based disaster risk reduction management (CBDRRM) is an approach to build the capacity of communities, to assess their vulnerability to both human induced and natural hazards and develop strategies and resources necessary to prevent and/or mitigate the impact of identified hazards following its onset. CBDRRM strategies have become increasingly important in the face of global climate change, increased populations expanding into more vulnerable regions, and the heightened recognition of a need for greater linkages between top-down governmental and community level responses. CBDRRM empowers communities to be pro-active in disaster management and creates a space for them to develop strategies on their own.

In order to develop better appreciation and understanding of the CBDRRM, there is a need to conduct a CBDRRM Training catering the 35 Barangays, which will highlight discussions on the roles and responsibilities of the community in achieving disaster resiliency. Hence, the concept note for the said training is prepared for this purpose.

II.BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Meals to be served for the Community Based Disaster Risk Reduction and Management Training Course (CBDRRM) for Barangay (Batch 1 & Batch 2) in the City of San Fernando, Pampanga, is included in the PPMP in the amount of ONE HUNDRED NINETY SIX THOUSAND FIVE HUNDRED SIXTY SIX PESOS (P 196,566.00).

III.OBJECTIVES

The activity aims to strengthen and equip the community to effectively respond in times of disasters. It also enhances an understanding among the disaster managers and development practitioners about community-based approaches to disaster risk management. The participants will also prepare their respective work and financial plan based on their 5% calamity fund and to identify community DRRM needs.

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
585	pax	Batch 1 (Day 1-3) AM Lunch PM Snacks	August- September 2024	Within CSFP
9	container(s)	Purified Drinking Water (5gal/container)		
603	pax	Batch 2 (Day 1-3) AM Lunch PM Snacks		
9	container(s)	Purified Drinking Water (5gal/container)		

- 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 August-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 and timely provision of requirements based on the delivery schedule.
- c. Supplier should provide Water Dispenser

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:



<p>CONFORME:</p> <p>Signature over Printed Name</p> <p>Date</p>

RAYMOND B. DEL ROSARIO

LDRRMO IV

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.