



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 Operation Tuli of the City Health Office for 2024 in the City of San Fernando, Pampanga**  
Location of the Project : **City Health Office**

\_\_\_\_\_  
Company Name  
Date : **May 8, 2024**  
PR No. : **2024-04-00798**  
\_\_\_\_\_  
Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Wednesday, May 15, 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
<b>DAY 1</b>						
1	181	pax	AM SNACK – MA16: Pansit Palabok with 1 puto pao			
2	181	pax	LUNCH – MD1: Pork Asado, banana/pastries with 1 cup of rice			
3	181	pax	PM SNACK - MA5: Special Chicken Sandwich with lettuce			
4	16	container(s)	Purified Drinking Water (5 gallons/container)			
<b>DAY 2</b>						
5	181	pax	AM SNACK – MA12: Special Baked Mac with garlic bread			
6	181	pax	LUNCH – MD3: Chicken BBQ, banana/pastries, with 1 cup rice			
7	181	pax	PM SNACKS – MA6: Special Ham Sandwich			
8	16	container(s)	Purified Drinking Water (5 gallons/container)			
<b>Total Amount:</b>						

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 Operation Tuli of the City Health Office for 2024 in the City of San Fernando, Pampanga**

#### **I. BACKGROUND**

According to the World Health Organization (WHO), the reason for the near-universal prevalence of male circumcision in the Philippines is less clear but is long-standing and thought to be unrelated to religious influence. There are few data on age at circumcision, but one study found that 42% of boys were circumcised aged under 10 years, 52% aged 10–14 years, and 5% aged 15–18 years. Epidemiological studies have shown circumcised men have a lower risk of several reproductive tract infections than uncircumcised men.

#### **II. BUDGETARY REQUIREMENT**

The budgetary requirement for the **Supply and Delivery of Meals to be served for the Operation Tuli of the City Health Office for 2024 in the City of San Fernando, Pampanga** is included in the PPMP with the **Ref. No. 2024-922** and is already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **ONE HUNDRED TWENTY FIVE THOUSAND AND EIGHTY-FOUR PESOS (P125,084.00)**.

#### **III. OBJECTIVES**

The objectives of the **Supply and Delivery of Meals to be served for the Operation Tuli of the City Health Office for 2024 in the City of San Fernando, Pampanga** are as follows:

- To increase rate in delivery of health services by addressing the need to promote safe and free circumcision to targeted beneficiaries.
- To improve penile hygiene.
- To lower the risks of several reproductive tract infections.

#### **IV. COVERAGE/SERVICES**

According to the constituency perspective, the City's objective is "Make LGU basic health services accessible to all Fernandinos". One of the summer child health care programs provided by the CHO is Operation Tuli to the eligible young male Fernandinos.

#### **V. 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

## MEALS

Quantity	Unit	Item Description/ Specification	Delivery Date	Location
181	pax	<b>Day 1:</b> <b>AM SNACK – MA16:</b> Pansit Palabok with 1 puto pao	JULY-AUGUST 2024	Heroes Hall, CSFP
181	pax	<b>LUNCH – MD1:</b> Pork Asado, banana/pastries with 1 cup of rice		
181	pax	<b>PM SNACK - MA5:</b> Special Chicken Sandwich with lettuce		
16	Containers	Purified Drinking Water (5 gallons/container)		
181	pax	<b>Day 2:</b> <b>AM SNACK – MA12:</b> Special Baked Mac with garlic bread		
181	pax	<b>LUNCH – MD3:</b> Chicken BBQ, banana/pastries, with 1 cup rice		
181	pax	<b>PM SNACKS – MA6:</b> Special Ham Sandwich		
16	Containers	Purified Drinking Water (5 gallons/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 confirmed by the supplier/ provider.
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 **July to August 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 of meals 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 sheet/s

- 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.
2. 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.

**VI. 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 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 delivery regardless if the delivery is per month or Ordering Agreement.
- 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:**

  
**SONNY G. BRANZUELA, MD**  
 Operation Tuli Program Manager

**Approved by:**

  
**ROWENA L. SALAS, MD**  
 City Health Officer II

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