



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 PWD/DAP Presidents Organization and Meetings for 2024 in the City of San Fernando, Pampanga subject to Ordering Agreement**

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

Company Name

Date : **May 22, 2024**

PR No. : **2024-05-00901**

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, May 27, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, 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>1st meeting</b>						
1	50	pax	Set MB16-AB4 -- 1 cup Lelut Balatung and 2 pcs palitaw, 300ml Coke mismo			
<b>2nd meeting</b>						
2	50	pax	Set MB3-AB4 --- 1 cup Pancit Bihon with 2 pcs turon, 300ml Coke mismo			
<b>3rd meeting</b>						
3	50	pax	Set MB2-AB2 --- 1 cup Pancit Palabok with 2 pcs. Puto Pao, 250ml Minute Maid			
<b>4th meeting</b>						



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
4	50	pax	Set MB4-AB2 --- 1 cup Pancit Canton with 2 pcs. siomai, 250ml Minute Maid			
<b>5th meeting</b>						
5	50	pax	Set MB2-AB4 --- 1 cup Pancit Palabok with 2 pcs. Puto Pao, 300ML Coke mismo			
<b>6th meeting</b>						
6	50	pax	Set MB3-AB4 --- 1 cup Pancit Bihon with 2 pcs turon, 300ml Coke mismo			
<b>7th meeting</b>						
7	50	pax	Set MB16-AB4 -- 1 cup Lelut Balatung and 2 pcs palitaw, 300ml Coke mismo			
<b>8th meeting</b>						
8	50	pax	Set MB2-AB4 --- 1 cup Pancit Palabok with 2 pcs. Puto Pao, 300ML Coke mismo			
<b>9th meeting</b>						
9	50	pax	Set MB4-AB4 --- 1 cup Pancit Canton with 2 pcs. siomai, 300ml Coke Mismo			
<b>10th meeting</b>						
10	50	pax	Set MB2-AB4 --- 1 cup Pancit Palabok with 2 pcs. Puto Pao, 300ML Coke mismo			
<b>11th meeting</b>						



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
11	50	pax	Set MB1-AB4 --- Big size Cheese Burger with TLC, 300ml Coke mismo			
<b>12th meeting</b>						
12	50	pax	Set MB16-AB4 --- 1 cup Lelut Balatung and 2 pcs palitaw, 300ml Coke Mismo			
<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 PWD/DAP PRESIDENTS ORGANIZATION AND MEETINGS FOR 2024 IN THE CITY OF SAN FERNANDO, PAMPANGA SUBJECT TO ORDERING AGREEMENT**

#### **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.

The City of San Fernando through the efforts of City Social Welfare and Development Office (CSWDO) and Persons with Disability Affairs Office (PDAO) has been recognizing the rights of PWDs to from organizations or associations that promote their welfare and advance or safeguard their interests. To ensure the active participation of PWDs, the city has organized its 35 barangays and Northville and their organizations shall be encouraged to participate in the planning, organization and management of government programs and projects for PWDs.

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

The supply and delivery of meals to be served for the PWD/DAP Presidents Organizations and Meetings for 2024 in The City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2024-1944 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of NINETYFOUR THOUSAND TWO HUNDRED PESOS (Php 94,200.00).

#### **III.OBJECTIVES**

The general objective of the project is to facilitate the monthly monitoring meetings of the 36 PWD presidents of 35 barangays and Northville. The importance of PWD officers per barangay still pursue since this venue serves as an intermediate for them to discuss and raise their concerns and their members.

#### IV. TERMS AND CONDITIONS

During the procurement process and delivery/ implementation of the contract thru ordering agreement schedule, the end- user and the supplier/ contractor shall:

a. Specifications/ Schedule of Requirements

Qty.	Unit	Item Specifications	Description/	Delivery Date	Location
50	Pax(s)	Set MB16-AB4 1 cup Lelut Balatung and 2 pcs Palitaw, 300ml Coke mismo		10 days upon issuance of PO and NTP	PDAO, City College, San Juan, City of San Fernando, Pampanga
		Set MB3-AB4 1 cup Pancit Bihon with 2 pcs turon, 300ml Coke mismo			
		Set MB2-AB2 1 cup Pancit Palabok with 2 pcs Puto Pao, 250ml minute maid			
		Set MB4-AB2 1 cup Pancit Canton with 2 pcs siomai, 250ml minute maid			
		Set MB2-AB4 1 cup Pancit Palabok with 2 pcs Puto Pao, 300ml Coke mismo			
		Set MB3-AB4 1 cup Pancit Bihon with 2 pcs turon, 300ml Coke mismo			
		Set MB16-AB4 1 cup Lelut Balatung and 2 pcs Palitaw, 300ml Coke mismo			
		Set MB2-AB4 1 cup Pancit Palabok with 2 pcs Puto Pao, 300ml Coke mismo			
		Set MB4-AB4 1 cup Pancit Canton with 2 pcs siomai, 300ml Coke mismo			
		Set MB2-AB4 1 cup Pancit Palabok with 2 pcs Puto Pao, 300ml Coke mismo			
		Set MB1-AB4 Big size Cheese Burger with TLC, 300ml Coke mismo			
		Set MB16-AB4 1 cup Lelut Balatung and 2 pcs Palitaw, 300ml Coke mismo			

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 transaction 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 to supply the requirements upon issuance of DOC.
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)/ Delivery Order Contract (DOC), No Delivery" Policy and comply with the delivery period.
2. The Delivery Period shall be from 10 days upon issuance of PO and NTP, and the contract shall end by the end of December 2024. By the end of the contract, the end- user can no longer prepare Order List and no DOC will be issued for the purpose.
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.

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:

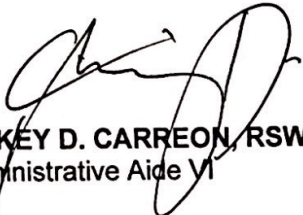
- a. Provide the quantity of the meals being required by the project/ program; and
- b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.

The deliverables of the City Government shall be as follows:


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

<b>CONFORME:</b>
_____ Signature over Printed Name
_____ Date

**Note:** The 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.