



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 Aslag ning Balen Community Empowerment and Engagement Program (Community Extension Program) of the City College of San Fernando Pampanga**

Location of the Project : **City College of San Fernando, Pampanga**

Company Name \_\_\_\_\_ Date : **May 23, 2024**

Address \_\_\_\_\_ PR No. : **2024-05-00912**

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:

Jannelle D.A. Tungcab

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>Volunteer Development</b>						
1	40	pax	AM Snacks 1 cup Lelut Balatung and 2pcs. Palitaw			
2	40	pax	LUNCH Set ME4 Roast Beef Mixed Vegetable Banana / Pastries 1 cup Rice			
3	40	pax	PM Snacks Set MB2 1 cup Pancit Palabok with 2pcs. Puto Pao			
4	3	container(s)	Purified Drinking Water (5gallons/container)			
<b>Launching Activity - Induction Ceremony</b>						



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
5	100	pax	Snacks Set MB4 1 cup Pancit Canton with 2pcs. Siomai			
6	30	pax	Lunch for VIP Guests / Partners Set BB1 Beef w/ Broccoli Tropical Chicken with Mashed Potato Toppings Fish Fillet in Szechuan Sauce Rice Banana Drinks			
7	5	container(s)	Purified Drinking Water (5gallons/container)			
<b>Community Immersion - Education Institute's Literacy Program</b>						
8	80	pax	AM Snacks Set MA12 Special Baked Mac with Garlic Bread			
9	80	pax	Lunch Set MD6 Chicken Caldereta Banana / Pastries 1 cup Rice			
10	10	container(s)	Purified Drinking Water (5gallons/container)			
<b>Community Immersion - Business Administration Institute's Livelihood / Microenterprise Development Extension Services</b>						
11	80	pax	AM Snacks Set MA9 Pancit Guisado with 1 Puto Pao			
12	40	pax	Lunch Set MD2			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			Pork Kare-Kare Banana / Pastries 1 cup Rice			
13	10	container(s)	Purified Drinking Water (5gallons/container)			
<b>Monitoring and Evaluation</b>						
14	20	pax	LUNCH Set MF8 Chicken Asado 3 pcs. Lumpiang Shanghai Banana / Pastries 1 cup Rice			
15	1	container(s)	Purified Drinking Water (5gallons/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 ASLAG NING BALEN COMMUNITY EMPOWERMENT AND ENGAGEMENT PROGRAM (COMMUNITY EXTENSION PROGRAM) OF THE CITY COLLEGE OF SAN FERNANDO PAMPANGA

#### I.BACKGROUND

Extension Services is one of the major functions of a higher education institution (HEI). The City College of San Fernando, Pampanga (CCSFP) as an HEI, is aiming to implement extension services beyond its traditional form as it has embraced community engagement framework in setting its strategic direction as a leading institution of higher education advancing the quality of life of Fernandinos.

Discroll (2009) defines Community Engagement as the collaboration between higher education institution and their larger communities (local, regional/state, national, global) for the mutually beneficial exchange of knowledge and resources in the context of partnership and reciprocity. By strengthening extension services through community engagement, CCSFP will enrich scholarship, research and creative activity of the faculty; enhance the overall school curriculum, teaching and learning which are more attuned to surrounding communities; and, prepare students to become well-rounded and engaged citizens.

The RESO, through its ABCEE program, will partner with the 3 barangays (Alasas, San Isidro and Del Rosario) hosting the main campus of the City College. Barangay Alasas will be the first to commence this year with community profiling, needs assessment and community development planning activities. Implementation of the approved CDP could take about 3 years prior to evaluation and termination.

#### II.BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Meals to be served for the Aslag ning Balen Community Empowerment and Engagement Program (Community Extension Program) of the City College of San Fernando Pampanga is included in the **PPMP with Ref No. 2024-2150** and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **EIGHTY ONE THOUSAND SIX HUNDRED EIGHTY PESOS ONLY (PHP 81,680.00)**.

#### III.OBJECTIVES

The objectives of the Supply and Delivery of Meals to be served for the Aslag ning Balen Community Empowerment and Engagement Program (Community Extension Program) of the City College of San Fernando Pampanga are as follows:

- To advocate for community engagement and mobilize support for CE activities
- To actively engage partner community and its stakeholders in community profiling and needs assessment
- To formulate and implement community development projects with people's participation and active involvement of faculty and students
- To formalize school-community partnership and gather commitments from various stakeholders in helping the community reach its goal

#### 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
Volunteer Development				
40	pax	AM Snacks 1 cup Lelut Balatung and 2pcs. Palitaw	May 2024	City College of San Fernando Pampanga, Del Rosario, CSFP
40	pax	LUNCH Set ME4 Roast Beef Mixed Vegetable Banana / Pastries 1 cup Rice	May 2024	City College of San Fernando Pampanga, Del Rosario, CSFP
40	pax	PM Snacks Set MB2 1 cup Pancit Palabok with 2pcs. Puto Pao	May 2024	City College of San Fernando Pampanga, Del Rosario, CSFP
3	container(s)	Purified Drinking Water (5gallons/container)	May 2024	City College of San Fernando Pampanga, Del Rosario, CSFP
Launching Activity - Induction Ceremony				
100	pax	Snacks Set MB4 1 cup Pancit Canton with 2pcs. Siomai	October 2024	City College of San Fernando Pampanga, Del Rosario, CSFP
30	pax	Lunch for VIP Guests / Partners Set BB1 Beef w/ Broccoli Tropical Chicken with Mashed Potato Toppings Fish Fillet in Szechuan Sauce Rice Banana Drinks	October 2024	City College of San Fernando Pampanga, Del Rosario, CSFP
5	container(s)	Purified Drinking Water (5gallons/container)	October 2024	City College of San Fernando Pampanga, Del Rosario, CSFP

Community Immersion - Education Institute's Literacy Program				
80	pax	AM Snacks Set MA12 Special Baked Mac with Garlic Bread	August - November 2024	City College of San Fernando Pampanga, Del Rosario, CSFP
80	pax	Lunch Set MD6 Chicken Caldereta Banana / Pastries 1 cup Rice	August - November 2024	City College of San Fernando Pampanga, Del Rosario, CSFP
10	container(s)	Purified Drinking Water (5gallons/container)	August - November 2024	City College of San Fernando Pampanga, Del Rosario, CSFP
Community Immersion - Business Administration Institute's Livelihood / Microenterprise Development Extension Services				
80	pax	AM Snacks Set MA9 Pancit Guisado with 1 Puto Pao	August - November 2024	City College of San Fernando Pampanga, Del Rosario, CSFP
40	pax	Lunch Set MD2 Pork Kare-Kare Banana / Pastries 1 cup Rice	August - November 2024	City College of San Fernando Pampanga, Del Rosario, CSFP
10	container(s)	Purified Drinking Water (5gallons/container)	August - November 2024	City College of San Fernando Pampanga, Del Rosario, CSFP
Monitoring and Evaluation				
20	pax	LUNCH Set MF8 Chicken Asado 3 pcs. Lumpiang Shanghai Banana / Pastries 1 cup Rice	December 2024	City College of San Fernando Pampanga, Del Rosario, CSFP
1	container(s)	Purified Drinking Water (5gallons/container)	December 2024	City College of San Fernando Pampanga, Del Rosario, 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/ 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 May - December 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 one (1) delivery receipt, and submit immediately to the Inspector or CGSO- PSMD together with two (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.

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 being required by the project/ program;
- b. Provide the menu and of quality as requested by the end user; and

- c. 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 by:

  
Aileen C. Villanueva, RSW, MPA  
Research & Community Extension Office

CONFORME:
_____ Signature over Printed Name
_____ Date

Approved by:

  
ATTY. GLORIA J. VICTORIA – BAÑAS, DPA, CESO V  
College Administrator/President

*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.*