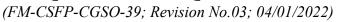


Republic of the Philippines Province of Pampanga

City of San Fernando Office of the Bids and Awards Committee

REQUEST FOR QUOTATION





Date

Project Title : Location of the Project :			Supply and Delivery of Meals to be served for all the Performers, Dance Ensemble Members, City Choir, Staff and all working Committees during the ingress of STATE OF THE CITY ADDRESS OF HONORABLE VILMA BALLE-CALUAG "Metropolis: Mayor's Symposium on Civic Achievement" in the City of San Fernando, Pampanga City Mayor's Office				
			Company Name		Date:	May 28, 2024	
			1 7		PR No.:	2024-05-00958	
			Address				
City of San Fernando, Pa Canvassed by:			Approved by:				
NOTE:		1. ALL ENTRIE 2. DELIVERY F 3. WARRANTY DATE OF AC	E D.A. Tungcab S MUST BE READABLE PERIOD WITHIN	S ONTHS FOR SUPPLIES & MAI TY	BAC Chairperson	,	
Item No.	Qty	Unit	Item Description	Remarks	Unit Pric	e Total	
1	350	pax	Set ME2 Beef Caldereta Mixed Vegetable Banana/pastries 1 cup Rice				
			Total Amount:				
After h	naving	carefully re	ead and accepted your Genera	al Conditions, I quote	Printed Name	/ Signature	
					Tel No./ Cell	phone No.	

TERMS OF REFERENCE

Project Title: Supply and Delivery of Meals for all performers to be served for the STATE OF THE CITY ADDRESS OF HONORABLE VILMA BALLE-CALUAG "Metropolis Reinvention: Mayor's Symposium on Civic

Achievement"

Project Location: City of San Fernando, Pampanga

RATIONALE

The State of the City Address (SOCA) serves as a critical platform for transparent communication, accountability, and collaboration between the local government, stakeholders, and constituents. This proposal outlines the rationale, involved stakeholders, and objectives for the SOCA, as well as highlighting key projects and accomplishments of City Mayor Honorable Vilma Balle-Caluag.

The SOCA plays a pivotal role in fostering transparency, accountability, and citizen engagement within our city. It provides an opportunity to reflect on past achievements, current challenges, and future initiatives while ensuring that all stakeholders are informed and involved in the governance process. By presenting a comprehensive overview of the city's progress and plans, the SOCA strengthens trust and collaboration between the government and the community.

As we prepare for the SOCA, we aim to involve a wide range of stakeholders, including:

Guests from different sectors or Government Agencies
City and Barangay Public Officials and employees
Department of the Interior and Local Government (DILG)
Private sector representatives
Shareholders, business partners and investors
Constituents and community organizations
All partners of the Local Government Unit (LGU)
Department heads and key employees

We believe that the participation of these stakeholders is crucial in fostering a collaborative approach to governance and development.

OBJECTIVES

- ♣ To provide a comprehensive overview of the city's achievements, challenges, and future plans to all stakeholders, projects and accomplishments of Mayor Vilma Balle-Caluag.
- ♣ To facilitate dialogue and collaboration between the local government, stakeholders, and constituents to address key issues and prioritize initiatives for the city's development.

We believe that by organizing a well-structured and inclusive SOCA, we can foster greater unity, transparency, and progress within our city.

Thank you for considering this proposal. We look forward to your support and collaboration in making the upcoming SOCA a success.

TERMS OF REFERENCE

Project Title: Supply and Delivery of Meals for all performers to be served for the STATE OF THE CITY ADDRESS OF HONORABLE VILMA BALLE-

CALUAG "Metropolis Reinvention: Mayor's Symposium on Civic Achievement"

Achievement

Project Location: City of San Fernando, Pampanga

Budgetary Requirements:

The Approved Budget for the Supply and Delivery of Meals to be served for all performers during igress the STATE OF THE CITY ADDRESS OF HONORABLE VILMA BALLE-CALUAG "Metropolis Reinvention: Mayor's Symposium on Civic Achievement" is included in the PPMP with Reference Number 2024-2305 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of P69,650.00 amount in figure or fifty one thousand pesos amount in words.

Minimum Requirement for the Supplier

- 1. The Supplier must ensure the specifications and schedule of requirements indicated in the Purchase Order.
 - A. The Supplier must ensure the following details:

PARTICULARS	QUANTITY	UNIT COST	AMOUNT		
Set ME2 Beef Caldereta	350 pax	199.00	P69,650.00		
Mixed Vegetable					
Banana/pastries 1 cup Rice					
	TOTAL AMOUNT: P69,650.00				

- 2. The concerned office thru the Designated Procurement Officer will inform the supplier for the whole details of the delivery at least 1 2 days before the event to provide the order as per approved Delivery Order Contract and Order List.
- 3. The supplier must be open for any changes and cancellation of orders for the unforeseen circumstances.
- 4. The supplier must be compliant with the IATF Health and Safety Protocols.
- 5. The Supplier must follow the procurement, delivery and inspection procedure set by the City Government of San Fernando, Pampanga for procured good and services.

Deliverables by the Supplier and City Government

The deliverables of the supplier 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.

TERMS OF REFERENCE

Project Title: Supply and Delivery of Meals for all performers to be served for the STATE OF THE CITY ADDRESS OF HONORABLE VILMA BALLE-CALUAG "Metropolis Reinvention: Mayor's Symposium on Civic Achievement"

Project Location: City of San Fernando, Pampanga

The deliverables of the City Government shall be as follows:

- a. On- time payment of the supplier i.e., 15 days after delivery regardless if the delivery is per month or Ordering Agreement.
- b. End- user shall monitor the delivery and completeness of requirements and documents to avoid delays.
- 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:

C. Estolano

Charlotte Estolano Procurement Officer

Noted by: // Conforme:

Reymundo M. Hipolito, Jr.

Executive Assistant IV Signature Above 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.