



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 Trainers on Training Family Support Program for 2024 in the City of San Fernando, Pampanga**

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

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

Date : **May 28, 2024**

PR No. : **2024-05-00964**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, June 4, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Janelle 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>DAY 1 -AM SNACKS</b>						
1	82	pax	Set MB2-AB2 --1 cup Pancit Palabok with 2 pcs. Puto Pao, 200ml minute maid (tetra pack)			
<b>DAY 1-LUNCH</b>						
2	82	pax	Set MF5-AB3 --Pork Caldereta (90g) 1 stick Pork Bbq Banana/pastries 1 cup Rice 330ml mineral water			
<b>DAY 1- PM SNACKS</b>						
3	82	pax	Set MB1-AB2 --Big size Cheese Burger with TLC, 200ml minute maid (tetra pack)			
<b>DAY 2- AM SNACKS</b>						



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
4	82	pax	Set MB4-AB2 --1 cup Pancit Canton with 2 pcs siomai, 200ml minute maid (tetra pack)			
<b>DAY 2-LUNCH</b>						
5	82	pax	Set MF10-AB3 --Fried Chicken (120g) with gravy Banana/pastries 1/2 cup Creamy/buttered vegetables 1 cup Rice 330ml mineral water			
<b>DAY 2-PM SNACKS</b>						
6	82	pax	Set MB3-AB2 --1 cup Pancit Bihon with 2 pcs turon, 200ml minute maid (tetra pack)			
<b>DAY 3- AM SNACKS</b>						
7	82	pax	Set MB2-AB2 --1 cup Pancit Palabok with 2 pcs. Puto Pao, 200ml minute maid (tetra pack)			
<b>DAY 3-LUNCH</b>						
8	82	pax	Set MF5-AB3 --Pork Caldereta (90g) 1 stick Pork Bbq Banana/pastries 1 cup Rice 330ml mineral water			
<b>DAY 3- PM SNACKS</b>						
9	82	pax	Set MB1-AB2 --Big size Cheese Burger with TLC, 200ml minute maid (tetra pack)			
<b>DAY 4-AM SNACKS</b>						



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
10	82	pax	Set MB4-AB2 --1 cup Pancit Canton with 2 pcs siomai, 200ml minute maid (tetra pack)			
<b>DAY 4-LUNCH</b>						
11	82	pax	Set MF10-AB3 --Fried Chicken (120g) with gravy Banana/pastries 1/2 cup Creamy/buttered vegetables 1 cup Rice 330ml mineral water			
<b>DAY 4-PM SNACKS</b>						
12	82	pax	Set MB1-AB2 --Big size Cheese Burger with TLC, 200ml minute maid (tetra pack)			
<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 TRAINERS ON TRAINING FAMILY SUPPORT PROGRAM FOR THE 2024 IN THE CITY OF SAN FERNANDO, PAMPANGA

#### I.BACKGROUND

The rationale behind a family support program is to provide assistance and resources to families in order to strengthen their overall well-being and promote positive family functioning.

It is stated in Republic Act No. 10410 Section 4 Paragraph 4: “Parent Education shall refer to the various formal and alternative means of providing parents with information, skills, and support systems to assist them in their roles as their children’s primary caregivers and educators. These include public and private parent education programs linked to center and media-based child-care and education programs.” This law demonstrates the importance of teaching parents, as they are the child’s first instructors, and what they see and observe they imitate.

#### II.BUDGETARY REQUIREMENT

The budgetary requirement for the Supply and Delivery of Meals to be served for the Trainers on Training Family Support Program for 2024 in the City of San Fernando, Pampanga. is included in the PPMP with Ref. No. 2024-10 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **ONE HUNDRED EIGHTY- TWO THOUSAND AND FORTHY PESOS (Php 182,040.00)**.

#### III.OBJECTIVES

To train parents by providing them with knowledge and necessary parenting skills in order to foster a more harmonious and wholesome family relationship and eventually gaining positive attitudes and character.

#### 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 Description/ Specifications	Delivery Date	Location
82	Pax	Set MB2-AB2 --1 cup Pancit Palabok with 2 pcs. Puto Pao, 200ml minute maid (tetra pack)	July 2024	Amphitheater, Heroes Hall, CSFP.
82	Pax	Set MF5-AB3 --Pork Caldereta (90g) 1 stick Pork Bbq Banana/pastries 1 cup Rice 330ml mineral water		
82	Pax	Set MB1-AB2 --Big size Cheese Burger with TLC, 200ml minute maid (tetra pack)		
82	Pax	Set MB4-AB2 --1 cup Pancit Canton with 2 pcs siomai, 200ml minute maid (tetra pack)		
82	Pax	Set MF10-AB3 --Fried Chicken (120g) with		

		gravy Banana/pastries 1/2 cup Creamy/buttered vegetables 1 cup Rice 330ml mineral water		
82	Pax	Set MB3-AB2 --1 cup Pancit Bihon with 2 pcs turon, 200ml minute maid (tetra pack)		
82	Pax	Set MB2-AB2 --1 cup Pancit Palabok with 2 pcs. Puto Pao,200ml minute maid (tetra pack)		
82	Pax	Set MF5-AB3 --Pork Caldereta (90g) 1 stick Pork Bbq Banana/pastries 1 cup Rice 330ml mineral water		
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82	Pax	Set MB1-AB2 --Big size Cheese Burger with TLC, 200ml minute maid (tetra pack)		

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 on July 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.

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.

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:

- 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:

*Alicia*  
ALICIA C. DUNGCA  
Administrative Officer II

Approved by:

*Canneth*  
CANNETH C. DIAZALUS  
Acting CSWD Officer, End User

CONFORME:
_____ 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.*