



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 Food and Water Sanitation Advocacy Program of the CHO- Environmental Health and Sanitation Division for 2nd Semester of 2024 in the City of San Fernando, Pampanga subject to Ordering Agreement**

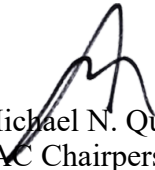
Location of the Project : **City Health Office**

Company Name \_\_\_\_\_ Date : **May 28, 2024**

PR No. : **2024-05-00966**

Address \_\_\_\_\_

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: 

Monalyn M. Aquino  
Administrative Aide VI (Buyer II)

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>PART 1 DAY 1</b>						
1	70	pax	AM SNACKS SET (MB2) 1 cup Pancit Palabok with 2 pcs Puto Pao			
2	70	pax	Lunch SET (MD1) Pork Adobo or Chicken Adobo Banana/pastries 1 cup Rice			
3	70	pax	PM SNACKS SET (MB3) 1 cup Pancit Bihon with 2 pcs Turon			
4	10	gal(s)	Purified Drinking Water (5 gallons/container)			
<b>PART 1 DAY 2</b>						



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Location of the Project : **City Health Office**

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
5	70	pax	AM SNACKS SET (MB2) 1 cup Pancit Palabok with 2 pcs Puto Pao			
6	70	pax	Lunch SET (MD1) Pork Adobo or Chicken Adobo Banana/pastries 1 cup Rice			
7	70	pax	PM SNACKS SET (MB3) 1 cup Pancit Bihon with 2 pcs Turon			
8	10	gal(s)	Purified Drinking Water (5 gallons/container)			
<b>PART 2 DAY 1</b>						
9	70	pax	AM SNACKS SET (MB2) 1 cup Pancit Palabok with 2 pcs Puto Pao			
10	70	pax	Lunch SET (MD1) Pork Adobo or Chicken Adobo Banana/pastries 1 cup Rice			
11	70	pax	PM SNACKS SET (MB3) 1 cup Pancit Bihon with 2 pcs Turon			
12	10	gal(s)	Purified Drinking Water (5 gallons/container)			
<b>PART 2 DAY 2</b>						
13	70	pax	AM SNACKS SET (MB2) 1 cup Pancit Palabok with 2 pcs Puto Pao			



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Location of the Project : **City Health Office**

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
14	70	pax	Lunch SET (MD1) Pork Adobo or Chicken Adobo Banana/pastries 1 cup Rice			
15	70	pax	PM SNACKS SET (MB3) 1 cup Pancit Bihon with 2 pcs Turon			
16	10	gal(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 FOOD AND WATER SANITATION ADVOCACY PROGRAM OF THE CITY HEALTH OFFICE-ENVIRONMENTAL HEALTH & SANITATION DIVISION FOR THE 2<sup>ND</sup> SEMESTER OF 2024 IN THE CITY OF SAN FERNANDO PAMPANGA SUBJECT TO ORDERING AGREEMENT

### I. BACKGROUND

It has been estimated that 1.8 million people worldwide die each year as a result of diarrheal diseases, most of which can be attributed to contaminated food or water.

In the Philippines, contaminated food and water are the most common causes of diarrhea; it remains as one of the 10 leading causes of morbidity and mortality in the country. The incidence of Food and Waterborne Diseases (FWD) peaks during the rainy season and is usually high in areas where sanitation and hygienic practices are poor. It also increases along with poverty.

In the City of San Fernando, its Environmental Health & Sanitation Division regularly conducts food safety training for food handlers from among the food service sectors. This initiative has contributed to the decrease of diarrheal cases within the city. One of the critical problems that arise from this is the intake of unsafe food. Hence, pursuant to the Food Safety Act of 2013 (Republic Act 10611), the City Health Office is conducting capacity-building activities and would improve the equipment needed for random sampling to address waterborne diseases.

### II. BUDGETARY REQUIREMENT

The Budgetary Requirement for SUPPLY AND DELIVERY OF MEALS TO BE SERVED FOR THE FOOD AND WATER SANITATION ADVOCACY PROGRAM OF THE CITY HEALTH OFFICE-ENVIRONMENTAL HEALTH & SANITATION DIVISION FOR THE 2<sup>ND</sup> SEMESTER OF 2024 IN THE CITY OF SAN FERNANDO PAMPANGA SUBJECT TO ORDERING AGREEMENT. Is included in the PPMP with Ref. No. 2024- 818 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of ONE HUNDRED FOURTEEN THOUSAND ONE HUNDRED SIXTY PESOS (PHP 114,160.00).

### III. OBJECTIVES

The objectives of the SUPPLY AND DELIVERY OF MEALS TO BE SERVED FOR THE FOOD AND WATER SANITATION ADVOCACY PROGRAM OF THE CITY HEALTH OFFICE-ENVIRONMENTAL HEALTH & SANITATION DIVISION FOR THE 2<sup>ND</sup> SEMESTER OF 2024 IN THE CITY OF SAN FERNANDO PAMPANGA SUBJECT TO ORDERING AGREEMENT are as follows:

1. To implement the “Code of Sanitation of the Philippines” on proper handling of food.
2. To promote the health and welfare of the people by protecting them from the risks and hazards due to contamination of food served and/or handled.
3. To promote awareness of the food-borne and water-borne diseases brought about by improper handling and/or preparation of food.
4. to promote Wash in school. To capacitate schools on improving WASH in their respective area.

### IV. TERMS OF CONDITIONS

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

#### a. Specification/Schedule of Requirements

Qty	Unit	Items Description / Specification	Delivery Date	Location
70	PAX	<b>PART 1 DAY 1 AM SNACKS</b> SET (MB2) 1 cup Pancit Palabok with 2 pcs Puto Pao	September 20 & 27, 2024	
70	PAX	<b>PART 1 DAY 1 Lunch</b> SET (MD1)		

		Pork Adobo or Chicken Adobo Banana/pastries 1 cup Rice		
70	PAX	<b>PART 1 DAY 1</b> <b>PM SNACKS</b> SET (MB3) 1 cup Pancit Bihon with 2 pcs Turon		
10	GALS	<b>PART 1 DAY 1</b> Purified Drinking Water (5 gallons/container)		
70	PAX	<b>PART 1 DAY 2</b> <b>AM SNACKS</b> SET (MB2) 1 cup Pancit Palabok with 2 pcs Puto Pao		
70	PAX	<b>PART 1 DAY 2</b> <b>Lunch</b> SET (MD1) Pork Adobo or Chicken Adobo Banana/pastries 1 cup Rice		
70	PAX	<b>PART 1 DAY 2</b> <b>PM SNACKS</b> SET (MB3) 1 cup Pancit Bihon with 2 pcs Turon		
10	GALS	<b>PART 1 DAY 2</b> Purified Drinking Water (5 gallons/container)		
70	PAX	<b>PART 2 DAY 1</b> <b>AM SNACKS</b> SET (MB2) 1 cup Pancit Palabok with 2 pcs Puto Pao		
70	PAX	<b>PART 2 DAY 1</b> <b>Lunch</b> SET (MD1) Pork Adobo or Chicken Adobo Banana/pastries 1 cup Rice		
70	PAX	<b>PART 2 DAY 1</b> <b>PM SNACKS</b> SET (MB3) 1 cup Pancit Bihon with 2 pcs Turon		
10	GALS	<b>PART 2 DAY 1</b> Purified Drinking Water (5 gallons/container)		
70	PAX	<b>PART 2 DAY 2</b> <b>AM SNACKS</b> SET (MB2) 1 cup Pancit Palabok with 2 pcs Puto Pao		
70	PAX	<b>PART 2 DAY 2</b> <b>Lunch</b> SET (MD1) Pork Adobo or Chicken Adobo Banana/pastries 1 cup Rice		
70	PAX	<b>PART 2 DAY 2</b> <b>PM SNACKS</b> SET (MB3) 1 cup Pancit Bihon with 2 pcs Turon		
10	GALS	<b>PART 2 DAY 2</b> Purified Drinking Water (5 gallons/container)		

Tiburcio  
Hilario  
Heroes Hall

November 15 & 22,  
2024

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 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 ensuring 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, 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 the following dates:  
Part I: September 20,27, 2024 (3rd quarter)  
Part II : November 15,22,2024 (4th quarter)
3. During the delivery, strictly follow the provisions enumerated in the Terms and Conditions of the PO/Contract including the Delivery Schedule, and 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 receipt, and submit it 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 of 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 projects/program; and
- b. Strictly follow the specifications and timely provisions 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 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:

  
**DUNN PATRICK B. IMANA**  
Chief EHSD

Noted by:

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

<b>CONFORME:</b>
_____ 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 if the supplier/contractor