



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 Orientation and Workshop on the Organization and Functionality of BCPC with the Newly elected Barangay Chair and Secretary on June 2024 in the City of San Fernando, Pampanga**

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

Company Name

Date : **May 30, 2024**

PR No. : **2024-05-00993**

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, June 3, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Lorraine Kate M. Escoto

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>AM SNACK</b>						
1	130	pax	Set MA9-AB2 -- Pancit Guisado with 1 puto pao 200ml minute maid (tetra pack)			
<b>LUNCH</b>						
2	130	pax	Set ME5-AB2 --BBq Chicken (120g) Chopsuey (1/2 cup) Banana/pastries 1 cup Rice 200ml minute maid (tetra pack)			
<b>PM SNACKS</b>						
3	130	pax	Set MA8-AB2 --Special Cheese Burger Sandwich regular size 200ml minute maid (tetra pack)			



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

<b>Item No.</b>	<b>Qty</b>	<b>Unit</b>	<b>Item Description</b>	<b>Remarks</b>	<b>Unit Price</b>	<b>Total</b>
<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 DURING THE ORIENTATION AND WORKSHOP ON THE ORGANIZATION AND FUNCTIONALITY OF BCPC WITH THE NEW ELECTED BARANGAY CHAIR AND SECRETARY FOR JUNE 2024 IN THE CITY OF SAN FERNANDO, PAMPANGA**

The City of San Fernando is very optimistic in addressing the uprising problem in the community. Through the City Social Welfare and Development Office (CSWD) the continuous advocacy of the city will be carried out thru various services that will enable this young people to maximize their potentials and actualize their duties. According to DILG MC 2021-39 the BCPC shall be the operational LCPC units at the community level. They shall be the functional units to assist local and national authorities in the identification, implementation and monitoring of programs, project and activities (PPAs) for the promotion of child welfare and the protection of the rights especially those focused on the survival, development, protection and participation of children.

BCPC should recommend policies and PPAs relative to the mandate as provided by national laws concerning the protection, intervention, assistance and other interference of the rights and welfare of children for inclusion in the comprehensive and annual development plan of the barangay. BCPC should conduct advocacy activities on the promotion and protection of the rights and welfare of children including the development of information, education and advocacy materials. Thus, in order to achieve all of these, continuous monitoring of BCPC functionality in line with the new guidelines should be facilitated.

More so, DILG-MC 2002-121 states that the BCPC shall have capability building projects to improve, retain the skills, knowledge, tools and other resources needed to do their duties competently to a greater capacity to obtain better results in handling children's programs. LCPC shall provide technical assistance to all BCPC thru capacity building programs which are need-based and rights-based using in-house and online platforms.

## **II. BUDGETARY REQUIREMENT**

The budgetary requirement for the Supply and delivery of Meals to be served during the orientation and workshop on the organization and functionality of BCPC with the new elected Barangay Chair and Secretary for June 2024 in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2024- 2246 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **FIFTY-EIGHT THOUSAND EIGHT HUNDRED NINETY PESOS (Php58,890.00)**

## **III. OBJECTIVES**

- The objective of the program is to continuously strengthen the capacities of the BCPCs to become an effective and competitive agent in advocating Child – Friendly Governance.

## **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	Date	Location
130	pax	Set MA8-AB2 --Special Cheese Burger Sandwich regular size 200ml minute maid (tetra pack)	June 2024	Onsite
130	pax	Set ME5-AB2 --BBq Chicken (120g) Chopsuey (1/2 cup) Banana/pastries 1 cup Rice 200ml minute maid (tetra pack)		
130	pax	Set MA9-AB2 -- Pancit Guisado with 1 puto pao 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 base 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 JUNE 1, 2024, and the contract shall end by the end of JUNE 31,2023. 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 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:

  
**GEORGIE D. SALVADOR**  
Socia Welfare Assistant

Approved by:

  
**CANNETH C. MANGALUS**  
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.*