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 Hands on Training in 18 different Barangays under the program of Nutrition Supplementary for 2024 in the City of San Fernando, Pampanga**

Location of the Project : **City Agriculture and Veterinary Office**

_____
Company Name

_____
Address

Date : **Jun 6, 2024**

PR No. : **2024-06-01032**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Thursday, June 13, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Jannelle D.A. Tungcab

Approved by:

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
Day 1 AM SNACK						
1	20	pax	Set MB 8 1 cup Goto with tokwa't baboy			
2	20	btl(s)	Coke in Can			
Day 2 AM Snack						
3	20	pax	Set MB6 1 cup Carbonarra with garlic bread			
Day 2 AM SNACK						
4	20	btl(s)	Coke in Can			
Day 3 AM Snack						
5	20	pax	Set MB9 1 cup Arroz Caldo w/ turon			

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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
Day 3 AM SNACK						
6	20	btl(s)	Coke in Can			
Day 4 AM SNACK						
7	20	pax	Set MB 7 1 cup Spaghetti with ham sandwich			
8	20	btl(s)	Coke in Can			
Day 5 AM SNACK						
9	20	pax	Set MC 1 1 cup Pancit Palabok with chicken sandwich			
10	20	btl(s)	Coke in Can			
Day 6 AM SNACK						
11	20	pax	Set MC2 1 cup Pancit Bihon with cheesy ensaymada			
12	20	btl(s)	Coke in Can			
Day 7 AM SNACK						
13	20	pax	Set MC 3 1 cup Pancit Canton w/ 1/2 size c ubhouse			
14	20	btl(s)	Coke in Can			
Day 8 AM SNACK						
15	20	pax	Set MB6 1 cup Carbonarra with garlic bread			
16	20	btl(s)	Coke in Can			
Day 9 AM SNACK						

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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
17	20	pax	Set MB 7 1 cup Spaghetti with ham sandwich			
18	20	btl(s)	Coke in Can			
Day 10 AM SNACK						
19	20	pax	Set MB 8 1 cup Goto with tokwa't baboy			
20	20	pax	Coke in Can			
Day 11 AM SNACK						
21	20	pax	Set MB9 1 cup Arroz Caldo w/ turon			
22	20	btl(s)	Coke in Can			
Day 12 AM SNACK						
23	20	pax	Set MC1 1 cup Pancit Palabok with chicken sandwich			
24	20	btl(s)	Coke in Can			
Day 13 AM SNACK						
25	20	pax	Set MC2 1 cup Pancit Bihon with cheesy ensaymada			
26	20	btl(s)	Coke in Can			
Day 14 AM SNACK						
27	20	pax	Set MC3 1 cup Pancit Canton w/ 1/2 size clubhouse			
28	20	btl(s)	Coke in Can			
Day 15 AM SNACK						

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Location of the Project : **City Agriculture and Veterinary Office**

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
29	20	pax	Set MC4 1 cup Goto w/ 1/2 cup Tokwa't Baboy			
30	20	btl(s)	Coke in Can			
Day 16 AM SNACK						
31	20	pax	Set MB6 1 cup Carbonarra with garlic bread			
32	20	btl(s)	Coke in Can			
Day 17 AM SNACK						
33	20	pax	Set MB 7 1 cup Spaghetti with ham sandwich			
34	20	btl(s)	Coke in Can			
Day 18 AM SNACK						
35	20	pax	Set MB 8 1 cup Goto with tokwa't baboy			
36	20	btl(s)	Coke in Can			
				Total Amount:		

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

OFFICE: CITY AGRICULTURE VETERINARY OFFICE

PROJECT: Supply and Delivery of Meals to be served for the Hands on Training in 18 different Barangays under the program of Nutrition Supplementary for 2024 in the City of San Fernando, Pampanga

DATE: July 2024

The City Agriculture Veterinary Office intends to procure Meals (AM Snacks,) for the Nutrition Supplementary Garden Project following the specific Term of Reference for this procurement:

BUDGETARY REQUIREMENT

The Approved Budget for the Contract (ABC) is Eighty Thousand Four Hundred Sixty Pesos (P80, 460.00), inclusive of all applicable taxes, insurances/bonds, permits, licenses and/or other miscellaneous expenses and cost on the required procurement of Meals (AM Snacks).

OBJECTIVES

The objectives of the Supply and Delivery of Meals to be served in during the Nutrition Supplementary Garden Project on July, 2024 at the City of San Fernando, Pampanga are as follows:

1. To ensure that meals are served during the meeting considering that it is a policy of the City Government that provision of meals is allowed if the duration of the meeting is more than four (4) hours; and

2. To ensure the continuous efficiency and active participation of the Committee

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	UOM	Item Description	Unit Cost	Total	Group
20	btl(s)	Coke in Can	49.5	990	Day 1 AM SNACK
20	pax	Set MB 8 1 cup Goto with tokwa't baboy	174	3,480.00	Day 1 AM SNACK
20	btl(s)	Coke in Can	49.5	990	Day 2 AM SNACK
20	pax	Set MB6 1 cup Carbonarra with garlic bread	174	3,480.00	Day 2 AM Snack

20	btl(s)	Coke in Can	49.5	990	Day 3 AM SNACK
20	pax	Set MB9 1 cup Arroz Caldo w/ turon	174	3,480.00	Day 3 AM Snack
20	btl(s)	Coke in Can	49.5	990	Day 4 AM SNACK
20	pax	Set MB 7 1 cup Spaghetti with ham sandwich	174	3,480.00	Day 4 AM SNACK
20	btl(s)	Coke in Can	49.5	990	Day 5 AM SNACK
20	pax	Set MC 1 1 cup Pancit Palabok with chicken sandwich	174	3,480.00	Day 5 AM SNACK
20	btl(s)	Coke in Can	49.5	990	Day 6 AM SNACK
20	pax	Set MC2 1 cup Pancit Bihon with cheesy ensaymada	174	3,480.00	Day 6 AM SNACK
20	btl(s)	Coke in Can	49.5	990	Day 7 AM SNACK
20	pax	Set MC 3 1 cup Pancit Canton w/ 1/2 size c ubhouse	174	3,480.00	Day 7 AM SNACK
20	btl(s)	Coke in Can	49.5	990	Day 8 AM SNACK
20	pax	Set MB6 1 cup Carbonarra with garlic bread	174	3,480.00	Day 8 AM SNACK
20	btl(s)	Coke in Can	49.5	990	Day 9 AM SNACK
20	pax	Set MB 7 1 cup Spaghetti with ham sandwich	174	3,480.00	Day 9 AM SNACK
20	pax	Coke in Can	49.5	990	Day 10 AM SNACK
20	pax	Set MB 8 1 cup Goto with tokwa't baboy	174	3,480.00	Day 10 AM SNACK
20	btl(s)	Coke in Can	49.5	990	Day 11 AM SNACK
20	pax	Set MB9 1 cup Arroz Caldo w/ turon	174	3,480.00	Day 11 AM SNACK
20	btl(s)	Coke in Can	49.5	990	Day 12 AM SNACK
20	pax	Set MC1 1 cup Pancit Palabok with chicken sandwich	174	3,480.00	Day 12 AM SNACK
20	btl(s)	Coke in Can	49.5	990	Day 13 AM SNACK
20	pax	Set MC2 1 cup Pancit Bihon with cheesy ensaymada	174	3,480.00	Day 13 AM SNACK
20	btl(s)	Coke in Can	49.5	990	Day 14 AM SNACK
20	pax	Set MC3 1 cup Pancit Canton w/ 1/2 size clubhouse	174	3,480.00	Day 14 AM SNACK

20	btl(s)	Coke in Can	49.5	990	Day 15 AM SNACK
20	pax	Set MC4 1 cup Goto w/ 1/2 cup Tokwa't Baboy	174	3,480.00	Day 15 AM SNACK
20	btl(s)	Coke in Can	49.5	990	Day 16 AM SNACK
20	pax	Set MB6 1 cup Carbonarra with garlic bread	174	3,480.00	Day 16 AM SNACK
20	btl(s)	Coke in Can	49.5	990	Day 17 AM SNACK
20	pax	Set MB 7 1 cup Spaghetti with ham sandwich	174	3,480.00	Day 17 AM SNACK
20	btl(s)	Coke in Can	49.5	990	Day 18 AM SNACK
20	pax	Set MB 8 1 cup Goto with tokwa't baboy	174	3,480.00	Day 18 AM SNACK

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 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.

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 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.

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; 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 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 and submitted by:

CRISTINA A. SANGUMAY
City Agriculturist

CONFORME:

_____
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 of program might be affected as well as the performance of the supplier/contractor.