



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 during the conduct of Legal Education Forum of the City Legal Office in the City of San Fernando, Pampanga for 2nd Semester of 2024 subject to Ordering Agreement**

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

Company Name

Date :

**Jun 11, 2024**

PR No. :

**2024-06-01018**

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 18, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Raiza Venise S. Galang

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>1ST BATCH AM SNACKS</b>						
1	75	pax	MB3 1 cup Pancit Bihon with 2 pcs turon			
2	75	pax	MB2 1 cup Pancit Palabok with 2 pcs Puto Pao			
3	2	gal(s)	Purified Drinking Water			
<b>2ND BATCH AM SNACKS</b>						
4	75	pax	MB2 1 cup Pancit Palabok with 2 pcs Puto Pao			
5	75	pax	MB5 1 cup Sotanghon with 3 pcs Kutsinta			
6	2	gal(s)	Purified Drinking Water			
<b>1ST BATCH PM SNACKS</b>						
7	65	pax	MD2 Pork Kare-Kare Banana/Pastries 1 cup Rice			
8	65	pax	MD8 Chicken Asado Banana/Pastries 1 cup Rice			
9	20	pax	BD1 Roast Beef w/ Mashed Potato in Mushroom Sauce Chicken Galantine w/ Cocktail Dressing Grilled Baby Backribs in Pineapple BBQ Sauce Fish Fillet in Thai Sauce Buttered Vegetables			



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

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			Steamed Pandan Rice Buko Fruits Salad Lemon Iced Tea			
<b>2ND BATCH PM SNACKS</b>						
10	65	pax	MD5 Pork Caldereta Banana/Pastries 1 cup Rice			
11	65	pack(s)	MD3 Chicken BBQ Banana/ Pastries 1 cup of Rice			
12	20	pax	BC1 Pot Roast Beef w/ Mushroom Gravy Fish Fillet w/ Sweet and Sour Sauce Chicken Terriyaki Stir Fried Mongo Sprouts and Vegetables Pork Steak with Mushroom Pandan Rice Fruit Salad Lemon Iced Tea			
<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



**CITY LEGAL OFFICE**  
City Government of San Fernando, Pampanga



**TERMS OF REFERENCE**

**(Supply and Delivery of Meals to be served during the conduct of Legal Education Forum of the City Legal Office in the City of San Fernando, Pampanga for 2<sup>nd</sup> Semester of 2024)**

***I. Background***

Pursuant to R.A. No. 7160 otherwise known as the Local Government Code of 1991 particularly Section 444(b)(1) provides that the Chief Executive shall exercise general supervision and control over all programs, projects, services, and activities of the local government.

The City Government of San Fernando, Pampanga, through the City Legal Office and Integrated Bar of the Philippines – Pampanga Chapter, aim to educate participants from various sectors on legal matters and new laws that affect personal rights and liberties *vis-à-vis* obligations to society, government and environment.

The City Legal Office, with the active participation of the Integrated Bar of the Philippines – Pampanga Chapter, aim to give an in-depth understanding about the different laws enacted by Congress in an effort to protect the rights of the most vulnerable sector in our society, i.e., the women, and guard against any form of abuse, exploitation and discrimination.

Accordingly, included in the functions as the facilitator of the Legal Education Forum is the preparation and procurement of meals to be used during the conduct of the said program.

***II. Budgetary Requirement***

The Budgetary Requirement for the Supply and Delivery of Meals to be used during the conduct of two (2) batches of the Legal Education Forum for the 2<sup>nd</sup> Semester of 2024 by the City Legal Office in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2024-728 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **One Hundred Two Thousand Eight Hundred Five Pesos (P102,805.00)**.

***III. Objectives***

For this year, the City Legal Office proposes the conduct of the Legal Education Forum to educate the Barangay Officials, Solo Parents, KALIPI and students on pertinent laws, to wit:

- Human Rights
- Katarungang Pambarangay
- Republic Act 9262 (Anti-Violence Against Women and their Children (VAWC) Act of 2004) and Republic Acts No. 11861 and 8972 (Solo Parents Welfare Act)
- Republic Act No. 11313 (Safe Spaces Act)
- Republic Act No. 7610 (Special Protection of Children Against Abuse, Exploitation and Discrimination Act) and Anti-Bullying Act (Cyberbullying)

The objectives of the Supply and Delivery of Meals to be used during the conduct of the Legal Education Forum for Calendar Year 2024 which will be held at the Heroes Hall, Amphitheater, City of San Fernando, Pampanga are as follows:

- To ensure that meals are served during the program 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
- To ensure the continuous efficiency and active participation of the guests in the Legal Education Forum

#### IV. Terms and Conditions

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

##### a. Specifications/ Schedule of Requirements

#### **Breakfast/ AM Snacks:**

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
75	pax	1 cup Pancit Bihon with 2 pcs turon	September 12, 2024 at 7:40 a.m.	Amphitheater, Heroes Hall, CSFP
75	pax	1 cup Spaghetti with Ham Sandwich	September 12, 2024 at 7:40 a.m.	Amphitheater, Heroes Hall, CSFP
2	gallons	Purified Drinking Water	September 12, 2024 at 7:40 a.m.	Amphitheater, Heroes Hall, CSFP

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
75	pax	1 cup Pancit Palabok with 2 pcs Puto Pao	November 13, 2024 7:40 a.m.	Amphitheater, Heroes Hall, CSFP
75	pax	1 cup Sotanghon with 3 pcs Kutsinta	November 13, 2024 7:40 a.m.	Amphitheater, Heroes Hall, CSFP
2	gallons	Purified Drinking Water	November 13, 2024 7:40 a.m.	Amphitheater, Heroes Hall, CSFP

#### **Lunch/ PM Snacks:**

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
65	pax	Pork Kare-Kare Banana/Pastries 1 cup Rice	September 12, 2024 at 11:00 a.m.	Amphitheater, Heroes Hall, CSFP
65	pax	Chicken Asado Banana/Pastries 1 cup Rice	September 12, 2024 at 11:00 a.m.	Amphitheater, Heroes Hall, CSFP
20	pax	Roast Beef w/ Mashed Potato in Mushroom Sauce Chicken Galantine w/ Cocktail Dressing Grilled Baby Backribs in Pineapple BBQ Sauce Fish Fillet in Thai Sauce Buttered Vegetables Steamed Pandan Rice Buko Fruit Salad/Fresh Fruits Lemon Iced Tea	September 12, 2024 at 11:00 a.m.	Amphitheater, Heroes Hall, CSFP

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
65	pax	Pork Caldereta Banana/Pastries 1 cup Rice	November 13, 2024 at 11:00 a.m.	Amphitheater, Heroes Hall, CSFP
65	pax	Chicken BBQ Banana/ Pastries 1 cup of Rice	November 13, 2024 at 11:00 a.m.	Amphitheater, Heroes Hall, CSFP
20	pax	Pot Roast Beef w/ Mushroom Gravy Fish Fillet w/ Sweet and Sour Sauce Chicken Terriyaki Stir Fried Mongo Sprouts and Vegetables Pork Steak with Mushroom Pandan Rice Fruit Salad/Fresh Fruits Lemon Iced Tea	November 13, 2024 at 11:00 a.m.	Amphitheater, Heroes Hall, CSFP

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 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:  
**September 12, 2024 at 7:40 a.m. for breakfast and 11:00 a.m. for lunch**  
**November 13, 2024 at 7:40 a.m. for breakfast and 11:00 a.m. for lunch**
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.

***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 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.

**Submitted by:**

  
**SHANNEN E. PUEBLA**  
Procurement Officer/ End-User

**Recommending approval:**



**ATTY. CORNELIO R. TALLADA, JR.**  
City Attorney IV

**Approved by:**



**ATTY. JOSE ELMER Y. TEODORO**  
City Legal Officer

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.*