



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 LGBT June Pride Month 2024 - Forum on SOGIE and ANTI Bastos Law on June 2024 in the City of San Fernando, Pampanga**

Location of the Project : **City Administrator's Office**

Company Name	Date : <b>Jun 11, 2024</b>
Address	PR No. : <b>2024-06-01044</b>

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:

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
1	300	pack(s)	Special Snacks SET MC8 - AB2 Seafood Marinara with Ham and cheese Sandwich, 250ml Minute Maid			
<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 LGBT June Pride Month 2024 - Forum on SOGIE and ANTI Bastos Law on June 2024 in the City of San Fernando, Pampanga

#### 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.

#### II.BUDGETARY REQUIREMENT

The Gender and Development Office is under the office of the Local Chief Executive that is mandated to implement, monitor, support and coordinate all GAD related program, projects and activities of the city government.

The City Government of San Fernando, Pampanga through its Gender and Development Office continuously empower all sectors especially the marginalized ones, the women and LGBT sectors through its various GAD related programs and activities.

In celebration of the June Pride Month 2024 , the City Government in partnership with SIWALA aims to foster unity in diversity among members of the LGBTQI communities.

The activity aims to sustain promote the rights of the LGBT or people with different sexual orientation and gender identity or expression by tapping, utilizing, and enhancing their skills and talents towards becoming a productive citizen of our society.

#### III. OBJECTIVES

- To continuously raise the awareness of Fernandinos on matters affecting the LGBTQ community
- To be able to know the legal rights and resolutions on all issues and concerns of LGBTQI communities.

#### SOURCE OF FUNDS: SPA-SECTORAL DEVELOPMENT & TRAINING PROGRAM

#### IV.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.	Unit	Item Description/ Specifications	Delivery Date	Location
300	packs	Special Snacks SET MC8 - AB2 Seafood Marinara with Ham and cheese Sandwich, 250ml Minute Maid	June 28, 2024	Amphi Theater, 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 confirmed 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 date shall be on June 28, 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 CGSO- PSMD shall inspect and accept the delivery.
2. The supplier/contractor shall present the PO and issue Sales Invoice.
3. The CGSO- PSMD shall prepare the corresponding Inspection and Acceptance Report/s.

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 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 and submitted by:

  
Ms. AMALIA A. CATACUTAN  
GFPS-TWG Chairperson

Approved by:

  
Mr. REYMUNDO M. HIPOLITO Jr.  
Chief of Staff

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.*