



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 ACDVs and BDRRMC Rescue Olympics inline with the National Disaster Resilience Month 2024 in the City of San Fernando, Pampanga**

Location of the Project : **City Mayor's Office - City Disaster Risk Reduction and Management Division**

Company Name _____ Date : **Jun 13, 2024**
PR No. : **2024-06-01056**
Address _____

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 20, 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
Preparation and Practice - Day 1 (Batch 1)						
1	50	pax	AM Snacks MB6-AB3 -- 1 cup Carbonarra with Garlic Bread, 330ml Mineral Water			
2	50	pax	Lunch MF1-AB3 -- Pork or Chicken Adobo, 3 pcs Fish Fillet, Banana/Pastries, 1 cup Rice, 330ml Mineral Water			
3	50	pax	PM Snacks MB1-AB3 -- Big size Cheese Burger with TLC, 330ml Mineral Water			
Preparation and Practice - Day 2 (Batch 1)						
4	50	pax	AM Snacks MB9-AB3 -- 1 cup Arroz Caldo with Turon, 330ml Mineral Water			
5	50	pax	Lunch MF2-AB3 -- Pork Kare-Kare, 1 pc Fried Chicken, Banana/Pastries, 1 cup Rice, 330ml Mineral Water			
6	50	pax	PM Snacks MB2-AB3 -- 1 cup Pancit Palabok with 2 pcs Puto Pao, 330ml Mineral Water			
Preparation and Practice - Day 1 (Batch 2)						
7	50	pax	AM Snacks MB8-AB3			



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 ACDVs and BDRRMC Rescue Olympics inline with the National Disaster Resilience Month 2024 in the City of San Fernando, Pampanga**

Location of the Project : **City Mayor's Office - City Disaster Risk Reduction and Management Division**

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			-- 1 cup Goto with Tokwa't Baboy, 330ml Mineral Water			
8	50	pax	Lunch MF3-AB3 -- Chicken BBQ, 1/2 cup Seafood Chopsuey, Banana/Pastries, 1 cup Rice, 330ml Mineral Water			
9	50	pax	PM Snacks MB3-AB3 -- 1 cup Pancit Bihon with 2 pcs Turon, 330ml Mineral Water			
Preparation and Practice - Day 2 (Batch 2)						
10	50	pax	AM Snacks MB7-AB3 -- 1 cup Spaghetti with Ham Sandwich, 330ml Mineral Water			
11	50	pax	Lunch MF8-AB3 -- Chicken Asado, 3 pcs Lumpiang Shanghai, Banana/Pastries, 1 cup Rice, 330ml Mineral Water			
12	50	pax	PM Snacks MB4-AB3 -- 1 cup Pancit Canton with 2 pcs Siomai, 330ml Mineral Water			
Preparation and Practice - Day 1 (Batch 3)						
13	50	pax	AM Snacks MB6-AB3 -- 1 cup Carbonarra with Garlic Bread, 330ml Mineral Water			
14	50	pax	Lunch MF6-AB3 -- Chicken Caldereta, 3 pcs Fish Fillet, Banana/Pastries, 1 cup Rice, 330ml Mineral Water			
15	50	pax	PM Snacks MB4-AB3 -- 1 cup Pancit Canton with 2 pcs Siomai, 330ml Mineral Water			
Preparation and Practice - Day 2 (Batch 3)						
16	50	pax	AM Snacks MB9-AB3 -- 1 cup Arroz Caldo with Turon, 330ml Mineral Water			
17	50	pax	Lunch MF12-AB3 -- Breaded Porkchop, Chicken Caldereta, Banana/Pastries, 1 cup Rice, 330ml Mineral Water			



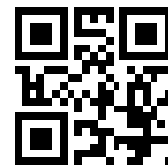
Republic of the Philippines
Province of Pampanga

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 ACDVs and BDRRMC Rescue Olympics inline with the National Disaster Resilience Month 2024 in the City of San Fernando, Pampanga**

Location of the Project : **City Mayor's Office - City Disaster Risk Reduction and Management Division**

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
Preparation and Practice - Day 2 (Batch 3)						
18	50	pax	PM Snacks MB5-AB3 -- 1 cup Sotanghon with 3 pcs Kutsinta, 330ml Mineral Water			
Actual Conduct of Activity						
19	175	pax	Breakfast MF1-AB3 -- Pork or Chicken Adobo, 3 pcs Fish Fillet, Banana/Pastries, 1 cup Rice, 330ml Mineral Water			
20	175	pax	AM Snacks MC4-AB3 -- 1 cup Goto w/ 1/2 cup Tokwa,t Baboy, 330ml Mineral Water			
21	175	pax	Lunch MF4-AB3 -- Chicken Teriyaki, 3 pcs Spring Rolls/Lumpiang Shanghai, Banana/Pastries, 1 cup Rice, 330ml Mineral Water			
22	175	pax	PM Snacks MB16-AB3 -- 1 cup Lelut Balatung and 2 pcs Palitaw, 330ml Mineral Water			
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

SUPPLY AND DELIVERY OF MEALS TO BE SERVED FOR THE ACDVS AND BDRRMC RESCUE OLYMPICS INLINE WITH THE NATIONAL DISASTER RESILIENCE MONTH 2024 IN THE CITY OF SAN FERNANDO, PAMPANGA.

I. BACKGROUND

As we continue to recognize the important role of volunteers in realizing a disaster-resilient city, the City Government, through the City Disaster Risk Reduction and Management Office (CDRRMO), will be holding a capability assessment which shall be participated by the CDRRMO's ACDVs and BDRRMCs.

In previous years, the office successfully conducted the same activity among the BDRRMCs and School DRRM within the city. This year's categories that shall take place are the following: Bandaging Relay, Lifting and Moving Relay, Basic Life Support, and Basic Knot Tying.

The office proposes this type of activity to intensify the strong partnership between the LGU and the accredited community disaster volunteers. Further, this will also serve as a capability assessment of the participants' previously attended rescue training provided by the San Fernando Rescue Unit.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Meals to be served for the ACDVs and BDRRMC Rescue Olympics inline with the National Disaster Resilience Month 2024 in the City of San Fernando, Pampanga, is included in the PPMP in the amount of THREE HUNDRED NINETEEN THOUSAND AND ONE HUNDRED FIFTY PESOS (P 319,150.00).

III. OBJECTIVES

- To promote situational awareness and execute appropriate rescue techniques/skills needed during an unforeseen event
- To supply and deliver the meals for the participants during the training
- To effectively and efficiently conduct the activity/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

Preparation and Practice

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
50	pax	Batch 1 Day 1 AM Snacks Lunch PM Snacks	20 days upon issuance of PO and NTP	Within CSFP
50	pax	Day 2 AM Snacks Lunch PM Snacks		
		Batch 2 Day 1 AM Snacks		

50	pax	Lunch PM Snacks		
50	pax	Day 2 AM Snacks Lunch PM Snacks	20 days upon issuance of PO and NTP	
50	pax	Batch 3 Day 1 AM Snacks Lunch PM Snacks		
50	pax	Day 2 AM Snacks Lunch PM Snacks		

Actual Conduct of Activity

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
175	pax	Breakfast AM Snacks Lunch PM Snacks	20 days upon issuance of PO and NTP	Within 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. Ensure to supply the requirements upon issuance of DOC.
5. 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 on 20 days upon issuance of PO and NTP.
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 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 sheets 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 required by the project/ program; and
- b. Strictly follow the specifications, menu and timely provision of requirements based on the delivery schedule.
- c. Supplier should provide Water Dispenser

The deliverables of the City Government shall be as follows:

- a. On- time payment of the supplier/ contractor i.e., 15 days after the month.
- 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:


RAYMOND B. DEL ROSARIO
LDRRMO IV

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