



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 Advocacy for Business and Entrepreneurship "ABE" Seminars and Trainings in the City of San Fernando, Pampanga for the year 2024 subject to Ordering Agreement**

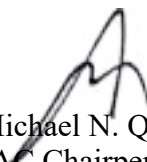
Location of the Project : **City Tourism and Investment Promotions Office - Investment And Promotion Division**

Company Name _____ Date : **Jun 19, 2024**

Address _____ PR No. : **2024-06-01074**

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 24, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga.**

Canvassed by: **Monalyn M. Aquino**
Administrative Aide VI (Buyer II)

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
Beads Accessories Training						
1	30	pax	AM Snacks Set MA2 – AB4 - Special Jumbo Siopao - 300ml Coke Mismo			
2	30	pax	Lunch Set MD2 – AB3 - Pork Kare-Kare - Banana/Pastries - 1 Cup Rice - 330ml Mineral Water			
3	30	pax	PM Snacks Set MA12 – AB1 - Special Baked Mac with garlic bread - 230ml C2 Solo			
Crochet Accessories Training						
4	30	pax	AM Snacks Set MA16 – AB3 - Pancit Palabok with 1 puto pao - 330ml Mineral Water			
5	30	pax	Lunch Set MD8 – AB3 - Chicken Asado - Banana/Pastries - 1 Cup Rice - 330ml Mineral Water			
6	30	pax	PM Snacks Set MA7 – AB1 - Special Egg Sandwich - 230ml C2 Solo			



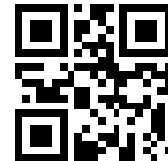
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Location of the Project : **City Tourism and Investment Promotions Office - Investment And Promotion Division**

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
Financial Forum for MSME						
7	70	pax	AM Snacks Set MA14 – AB1 - Sopas with 2 pcs. Siomai - 230ml C2 Solo			
8	70	pax	Lunch Set MD7 – AB3 - Pork Bistig - Banana/Pastries - 1 Cup Rice - 330ml Mineral Water			
9	70	pax	PM Snacks Set MA5 – AB2 - Special Chicken Sandwich with Lettuce - 250ml Minute Maid			
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 DURING THE ADVOCACY FOR BUSINESS AND ENTREPRENEURSHIP "ABE" SEMINARS AND TRAININGS IN THE CITY OF SAN FERNANDO, PAMPANGA FOR THE YEAR 2024 SUBJECT TO ORDERING AGREEMENT

I. BACKGROUND

The City of San Fernando (P) is continuously awarded as one of the topmost business friendly cities in the country. The City Government of San Fernando, Pampanga under the leadership of City Mayor Vilma B. Caluag, creates various programs for Fernandinos for them to economically bounce back better. These programs are aligned with the City's Agenda on Investment Promotion and Enabling Sustainable Local Economic Development. This seminar intends to capacitate start-up businesses and a support program for existing Micro, Small and Medium Enterprises. This is part of the vision of the city government to make government inclusive to the Fernandinos dubbed as "Fernandino Ka, Kayabe Ka".

The Advocacy For Business And Entrepreneurship "ABE" Seminars And Trainings is part of the Business Roving Academy Program composed of series of seminars that deals with entrepreneurial development that will help the Fernandinos to learn the different aspects in business development. It intends to be a continuous breeding ground for start-ups and a support program for existing Micro, Small and Medium Enterprises.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Meals to be served during the Advocacy for Business and Entrepreneurship "ABE" Seminars and Trainings in the City of San Fernando, Pampanga for the year 2024 subject to Ordering Agreement is included in the PPMP with **Ref. No. 2024-2333** and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **FIFTY THREE THOUSAND SIX HUNDRED NINETY PESOS (53,690.00)**

III. OBJECTIVES

The objectives of the Supply and Delivery of Meals to be served during the Advocacy for Business and Entrepreneurship "ABE" Seminars and Trainings in the City of San Fernando, Pampanga for the year 2024 subject to Ordering Agreement are as follows:

1. To encourage Fernandino community to engage in business and other related activities.
2. To ensure continuous efficiency and active participation of the participants during the seminar.
3. Capability building among Fernandino MSMEs.

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
Beads Accessories Training				
30	Pax	AM Snacks Set MA2 – AB4 - Special Jumbo Siopao - 300ml Coke Mismo	10 days upon issuance of DOC and NTP	On-site
30	Pax	Lunch Set MD2 – AB3 - Pork Kare-Kare - Banana/Pastries - 1 Cup Rice - 330ml Mineral Water	10 days upon issuance of DOC and NTP	On-site
30	Pax	PM Snacks Set MA12 – AB1 - Special Baked Mac with garlic bread - 230ml C2 Solo	10 days upon issuance of DOC and NTP	On-site
Crochet Accessories Training				
30	Pax	AM Snacks Set MA16 – AB3 - Pancit Palabok with 1 puto pao - 330ml Mineral Water	10 days upon issuance of DOC and NTP	On-site
30	Pax	Lunch Set MD8 – AB3 - Chicken Asado - Banana/Pastries - 1 Cup Rice - 330ml Mineral Water	10 days upon issuance of DOC and NTP	On-site
30	Pax	PM Snacks Set MA7 – AB1 - Special Egg Sandwich - 230ml C2 Solo	10 days upon issuance of DOC and NTP	On-site
Financial Forum for MSME				

70	Pax	AM Snacks Set MA14 – AB1 - Sopas with 2 pcs. Siomai - 230ml C2 Solo	10 days upon issuance of DOC and NTP	On-site
70	Pax	Lunch Set MD7 – AB3 - Pork Bistig - Banana/Pastries - 1 Cup Rice - 330ml Mineral Water	10 days upon issuance of DOC and NTP	On-site
70	Pax	PM Snacks Set MA5 – AB2 - Special Chicken Sandwich with Lettuce - 250ml Minute Maid	10 days upon issuance of DOC and NTP	On-site

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 *10 days upon issuance of DOC 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 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.

Prepared by:


Mari Antonette G. Quizon
Administrative Officer II

Approved by:


Ma. Lourdes Carmella Jade D. Pangilinan
City Tourism and Investment Promotion 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.