



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 with Venue to be served for the Legislative Meeting of SP members for 3rd Quarter of 2024 in the City of San Fernando, Pampanga**

Location of the Project : **Office of the Sangguniang Panlungsod**

Company Name

Date :

Jun 24, 2024

PR No. :

2024-06-01107

Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, July 1, 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	50	set(s)	SET BC1 Pot Roast Beef w/ Mushroom Gravy Fish Fillet w/ Sweet and Sour Sauce Chicken Teriyaki Pork Steak with Mushroom Pandan Rice Buko Panda salad Minute Maid tetra pack			
2	50	set(s)	SET BC2 Lengua Alexandria Chicken Relyeno Fish Finger in Capsicum Sauce Pork Stripe w/ Gravy Buttered Vegetables Pandan Rice Buko Pandan Salad Minute Maid tetra pack			
3	50	set(s)	SET BC3 Special Beef Kaldareta Lechon Kawali w/ Liver Sauce spercial Atchara Special Relyenong Bangus Zippo Egg Pandan Rice Buko Salad Minute Maid tetra pack			
4	50	set(s)	SET BC4 Beef ws/ Youngcorn and Bamboo Shoots Chicken BBQ Fish Fillet in Tartar Sauce Vegetable Garden Salad Breaded Pork/ Tonkatsu Pandan Rice Almond Jelly w/ Lychee Minute Maid tetra pack			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
5	50	set(s)	SET 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 Sauces Buttered Vegetables Steamed Pandan Rice Buko Fruit Salad/ Fruits Minute Maid tetra pack			
6	50	set(s)	SET BD2 Beef Stroganoff Chicken Teriyaki w/ Stir Fried Mongolian Vegetable Pork Tonkatsu w/ Tonkatsu Sauce Seafoods Ala Prime Garden Vegetable Salad Parsleyed Rice Buko Lychee Minute Maid tetra pack			
7	50	set(s)	SET BD3 Chinese Beef Stew Mu Shu Pork w/ Shitake Mushroom Chicken BBQ Creamy Vegetables with Quail's Eggs Steamed Pandan Rice Fresh Fruits Minute Maid tetra pack			
8	50	set(s)	SET BD4 Beef and Ox tripe/ Ox Tail Kare-Kare Chicken Grilled Stuffed Tilapia and Stuffed Bangus Lechon Lumpiang Hubad Steamed Pandan Rice Buko Pandan/ Saging Lakatan Buko Juice/ Gulaman at Sago Minute Maid tetra pack			
9	50	set(s)	SET BD5 Asian Beef Usso Bucco Golden Chicken w/ Buttered Vegies Korean Pork BBQ w/ Mongolian Vegetables Buttered Vegetables Fish Fillet w/ Creamy White Sauces Steamed Rice Sliced Fresh Fruits Minute Maid tetra pack			
10	50	set(s)	SET BD6 Beef Langua Estofado Pork Italian Spicy Fried Chicken with Gravy Dish Fillet in Tartar Sauce Steamed Rice Minute Maid tetra packFruits Salad / Fresh Fruits			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
11	60	set(s)	SET BC1 Pot Roast Beef w/ Mushroom Gravy Fish Fillet w/ Sweet and Sour Sauce Chicken Terriyaki Pork Steak with Mushroom Pandan Rice Buko Panda salad Minute Maid tetra pack			
12	65	set(s)	SET BC2 Lengua Alexandria Chicken Relyeno Fish Finger in Capsicum Sauce Pork Stripe w/ Gravy Buttered Vegetables Pandan Rice Buko Pandan Salad Minute Maid tetra pack			
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 WITH VENUE TO BE SERVED FOR THE
LEGISLATIVE MEETINGS OF SP MEMBERS FOR THE 3rd QUARTER OF 2024 IN THE
CITY OF SAN FERNANDO, PAMPANGA

I. BACKGROUND

Pursuant to the Republic Act No. 7160 otherwise known as the Local Government Code of 1991, particularly Chapter 3 Section 48, *local legislative power shall be exercised by the Sangguniang Panlalawigan for the province, the Sangguniang Panlungsod for the city, the Sangguniang Bayan for the municipality, and the Sangguniang Barangay for the barangay.*

Further, Section 458 (a) of the Code provides that *the Sangguniang Panlungsod, as the legislative body of the city, shall enact ordinances, approve resolutions and appropriate funds for the general welfare of the city and its inhabitants pursuant to section 16 of the Code and in the proper exercise of the corporate powers of the city as provided for under section 22 of the Code, and shall: (1) Approve ordinances and pass resolutions necessary for an efficient and effective city government, among others.*

Prior to the enactment of local legislations, conduct of meetings are deemed necessary hence, the Office of the Sangguniang Panlungsod is proposing for the Supply and Delivery of Meals to be served for the Legislative Meeting of the SP Members for the 3rd quarter of the year 2024.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Meals with venue to be served for the Legislative Meeting of SP Members for the 3rd quarter of 2024 in the City of San Fernando, Pampanga is included in the Annual Investment Plan (AIP) 2024 and PPMP 2024 with reference code 2024-712 amounting to **THREE HUNDRED THIRTY THOUSAND PESO (PhP 330,000.00).**

III. OBJECTIVES

The objectives of the Supply and Delivery of Meals with venue to be served for the Legislative Meeting of SP Members for the 3rd quarter of 2024 in the City of San Fernando, Pampanga to ensure the provision of meals to the invitees, guests and participants of the Sangguniang Panlungsod members' legislative meetings which are critical and vital for the efficient and effective legislature.

IV. SCOPE OF SERVICES

The Office of the Sangguniang Panlungsod, shall engage the services of a supplier which provides clean, presentable and sealed packed snacks/meals for the different Sangguniang Panlungsod members' legislative meetings.

V. TERMS AND CONDITIONS

During the procurement process and delivery/ implementation of the project, the end- user and the supplies/contractor shall;

a. Specifications/ Schedule of Requirements

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
625	PAX	- Meals (A.M. Snacks-Lunch- P.M Snacks) - Drinks	July-September 2024 (before the schedule of the meeting)	Office of the Sangguniang Panglungsod, Heroes Hall, CSFP

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b. Procurement Process

1. If the procurement process reaches the ensuing year, observed that the allowed delivery is only up to what is stipulated in the contract.
2. 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.

For the End- user;

1. Ensure the completion of the documents in order to proceed with the procurement process.
2. Present clearly this TOR during the Pre-Bid Conference for the information of the prospective bidders/s (for Competitive/ Public Bidding) and present by the Buyer with the assistance of the End- user (for Alternative Methods of Procurement).

For the Supplier/ provider;

1. Ensure the completion of the documents being required by the Bids and Awards Committee (BAC) on-time based on the procurement schedule including this TOR duly signed by the end- user and conformed by the supplier/contractor.
2. Ensure to supply the requirement upon issuance of DOC.

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 from July-September 2024
3. During the delivery, strictly follow the provisions enumerated in the Term 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 outside delivery, ensure the coordination with the inspector from the CGSO- Property and Supply Management (PSMD) for the inspection of the delivery in term of quality and to immediately notify the supplier/ contractor in case of any concern before the acceptance.

d. Inspection and Acceptance

1. The End-user shall accept the delivery with the (1) receipt and submit immediately to the Inspector of CGSO-PMSD together with the (2) attendance sheet/s as part of utilization where the quantity of the delivery is the same as the number of attendance and photo documents of the delivery.
Such documents will be used to notify the concerned offices regarding the delivery, such as the City Accountant's Office (CAcco) and Commission on Audit (COA) to include the same in the Payables.
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.


VI. DELIVERABLES BY THE SUPPLIER/ CONTRACTOR AND THE CITY GOVERNMENT

1. The deliverables of the supplier/ contractor shall be as follows:
 - a. Provide the quantity and quality of meals being required by end-user/program;
 - b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule;

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- c. Strictly deliver the required/requested items immediately upon the approval of Purchase Order (PO);
- 2. 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. The end-user shall assist in the monitoring of the delivery and on-time payment of the supplier.
 - c. Provide necessary and readily available documents such as during the conduct of post-audit.
 - d. Evaluate the performance of the supplier/contractor and in case there is a violation on the Contract/Agreement, prepare a Verified Report.

Prepared by:


AIREEN D. BALINGIT
Supplies and Property officer/Procurement

Approved by:


MARLENE M. YALUNG
Admin Officer IV-End-User

CONFORME:
_____ Signature over Printed Name
_____ Date