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 activity to Increase Community Awareness regarding BE CAREFUL Lectures and Seminars on Laws protecting the rights of women and their children for 2024 in the City of San Fernando, Pampanga subject to Ordering Agreement**

Location of the Project : **Philippine National Police**

Company Name

Address

Date : **Jul 23, 2024**

PR No. : **2024-06-01367**

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 29, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Camille C. Mendiola

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
1	1181	pax	Set MA9-AB4 --Pancit Guisado with 1 puto pao, 300ml Coke Mismo			
				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 ACTIVITY TO INCREASE COMMUNITY AWARENESS REGARDING BE CAREFUL LECTURES AND SEMINARS ON LAWS PROTECTING THE RIGHTS OF WOMEN AND THEIR CHILDREN FOR 2024 IN THE CITY OF SAN FERNANDO, PAMPANGA SUBJECT TO ORDERING AGREEMENT

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.

In the City Government of San Fernando, Pampanga through its police force, City of San Fernando Police Station, remains vigilant in its fight against any issues on illegal drugs. This is a very serious matter and life-endangering which needs utmost attention and intervention for the youth who are called to be the hope of our country and are the most vulnerable sector of our society. the issues on illegal drugs which very serious in our country. The War on Drugs of His Excellency President Rodrigo R. Duterte is an effective and powerful tool which led to many drug users and pushers voluntarily surrender in their respective barangays/municipalities or cities. However, despite of surrendering voluntarily, some of drug reformists are not totally healed and have not abstained or totally stopped in using these illegal drugs. It is very difficult for them because of reasons such as staying in the same environment that could make them even more vulnerable in continuing the use of illegal drugs and also there is no suitable facility in the City of San Fernando to cater drug surrenderees. People become more vulnerable especially when they are not aware of what triggers them into relapse. Continuous use of illegal drugs may lead to drug dependence, legal offenses, serious medical problems and even death.

To address the problem on illegal drug use and in support to anti-illegal drugs advocacy, the Local Government Unit initiated the construction of a BAHAY PAGBABAGO Reformation Center and now converted to Balay Silangan where the qualified drug surrenderees (Pusher) of the City will stay for one month or up until he has been treated for drug dependence and ready to reintegration to the community. The center operates on the spirit of volunteerism without expenses and also it is purposely created to help drug dependents get over their addiction and help the community in preventing the uprising issues on illegal drug use. According to Section 51 of RA 9165 or Local Government Unit's Assistance, stating that **"Local Government Units shall appropriate a substantial portion of their respective annual budget to enhance the enforcement of this Act giving priority to preventive or educational programs, and the rehabilitation or treatment of drug dependents".** The city government allocated funds for the community drug abuse rehabilitation program to effectively implement the services. This is to strongly support the mandate from the national government on war against drugs.

.II.BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Meals to be served during the activity to Increase Community Awareness regarding BE CAREFUL Lectures and Seminars on Laws protecting the rights of women and their children for 2024 in the City of San Fernando, Pampanga subject to Ordering Agreement is included in the PPMP with Ref. No. **2024-2547** and already

included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **ONE HUNDRED FORTY-NINE THOUSAND NINE HUNDRED EIGHTY-SEVEN PESOS (P 149, 987.00)**.

III. OBJECTIVES

The objectives of the Supply and Delivery of Meals to be served during the activity to Increase Community Awareness regarding BE CAREFUL Lectures and Seminars on Laws protecting the rights of women and their children for 2024 in the City of San Fernando, Pampanga subject to ordering agreement are as follows:

1. To ensure that meals are served during the session considering that it is a policy of the City Government that provision of meals is allowed if the duration of the session is more than four (4) hours; and

2. To ensure the continuous efficiency and active participation of the Committee.

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
1181	Pax	Meals	August to December 2024 at 6:00 a.m.	Different Barangays of City of San Fernando, Pampanga

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 August to December 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.

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 :

PSSG RICHMER M SANTOS
Procurement Officer

Approved by:

PLTCOL PRESTON KIS-ING BAGANGAN
Chief of Police

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.*