



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 City Nutrition Committee Meeting - 50th Nutrition Month Celebration for 2024 in the City of San Fernando, Pampanga**

Location of the Project : **City Health Office**

Company Name	Date : <b>Jul 8, 2024</b>
Address	PR No. : <b>2024-07-01211</b>

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 15, 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
<b>Day 1 - OPAT</b>						
1	150	pax	MA11-AB1 Cheesy Spaghetti with garlic bread 230 ml C2			
<b>Day 2 - Inter-Barangay Fernandina Zumabthon</b>						
2	500	pax	MA9-AB4 Pancit Guisado with 1 puto pao 300ml coke mismo			
<b>Day 3 - Bibo Kid</b>						
3	60	pax	MA12-AB1 Special Baked Mac with garlic bread 230ml C2 solo			
<b>Day 4 - Healthiest Preggy Fernandina</b>						
4	50	pax	MA10-AB1 Pancit Canton with 2 pcs Kutsinta 230ml C2 solo			
<b>Day 5 -Cardiovascular Disease</b>						
5	100	pax	MC5 1 cup Carbonarra with clubhouse sandwich			
<b>Day 5 -Cardiovascular Disease</b>						
6	2	container(s)	Purified Drinking water			
<b>Day 6 - Comprehensive Breastfeeding AM Snacks</b>						
7	25	pax	MA16 Pancit Palabok with 1 Puto Pao			
<b>Day 6 - Comprehensive Breastfeeding lunch</b>						



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
8	25	pax	MD8 Chicken Asado with 1 cup rice 1 banana			
<b>Day 6 - Comprehensive Breastfeeding PM Snacks</b>						
9	25	pax	MA5 Special Chicken Sandwich with Lettuce			
<b>Day 6 - Comprehensive Breastfeeding</b>						
10	1	container(s)	Purified Drinking Water 5 Gallons			
<b>Day 7 - Big Latch On</b>						
11	1000	pax	MF2-AB1 Pork Kare-kare with 1 pc Fried Chicken 1 cup rice, banana 230ml C2 solo			
<b>Day 8 - Cooking Challenge AM Snacks</b>						
12	100	pax	MB8-AB1 1 cup Goto with tokwa't baboy 230ml C2 solo			
<b>Day 8 - Cooking Challenge Lunch</b>						
13	100	pax	MF8-AB3 Chicken Asado with 3 pcs Lumpiang Shanghai 1 cup Rice, 1 pc Banana 330ml mineral water			
<b>Day 9 - Batang Ina, Batang Ama AM Snacks</b>						
14	100	pax	MA16-AB1 Pancit Palabok with 1 Puto Pao 230ml C2 Solo			
<b>Day 9 - Batang Ina, Batang Ama Lunch</b>						
15	100	pax	MD8-AB3 Chicken Asado with 1 Cup rice 1 Banana 330 ml Mineral water			
<b>Day 10 - Gulayan Orientation</b>						
16	35	pax	M10-AB1 Pancit Canton with 2 pcs Kutsinta 230ml C2 solo			
<b>Day 11 - Gulayan Validation AM Snacks</b>						
17	20	pax	MA16-AB1 Pancit Palabok with 1 pc Puto Pao 230ml C2 solo			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
<b>Day 11 - Gulayan Validation Lunch</b>						
18	20	pax	MF11-AB3 Fried Chicken with 1/2 cup torta 1 cup rice, 1 pc banana 330ml mineral water			
<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 USED FOR THE 49<sup>TH</sup> NUTRITION MONTH CELEBRATION IN THE CITY OF SAN FERNANDO, PAMPANGA.

#### I.BACKGROUND

RA 491 or the Nutrition Act of the Philippines section 7 states that July is designated as Nutrition Month for the purpose of creating greater awareness among our people on the importance of nutrition. Activities thereto shall be approved and coordinated by the Council.

#### II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Meals for the 49<sup>th</sup> Nutrition Month Celebration in the City of San Fernando, Pampanga. This is included in the PPMP with Ref. No. 2024-1408 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of FOUR HUNDRED FORTY THOUSAND ONE HUNDRED FOUR HUNDRED THIRTY-FIVE PESOS (P 440,435.00).

#### III.OBJECTIVES

The objectives of the Supply and Delivery of Meals to be used for the 50<sup>th</sup> Nutrition Month Celebration in the City of San Fernando, Pampanga are as follows:

1. To ensure that meals are served on time; and
2. To ensure the continuous efficient delivery of nutrition services in the city.

#### IV.TERMS AND CONDITIONS

During the procurement process and delivery/ implementation of the contract, the end- user and the supplier/ contractor shall:

-Caterers should provide water and/or beverage (softdrinks, tea or juice) dispensers and re-useable glasswares during the meetings or events.

##### a. Specifications/ Schedule of Requirements

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
150	pax	MA11-AB1 Cheesy Spaghetti with garlic bread 230 ml C2	July 2024	CSFP
500	pax	MA9-AB4 Pancit Guisado with 1 puto pao 300ml coke mismo	July 2024	CSFP
60	pax	MA12-AB1 Special Baked Mac with garlic bread 230ml C2 solo	July 2024	CSFP
50	pax	MA10-AB1 Pancit Canton with 2 pcs Kutsinta 230ml C2 solo	July 2024	CSFP
100	pax	MC5 1 cup Carbonarra with clubhouse sandwich	July 2024	CSFP
2	Container	Purified Drinking water	July 2024	CSFP
25	pax	MA16 Pancit Palabok with 1 Puto Pao	July 2024	CSFP

		MD8 Chicken Asado with 1 cup rice 1 banana		
		MA5 Special Chicken Sandwich with Lettuce		
1	container	Purified Drinking Water 5 Gallons	July 2024	CSFP
1,000	pax	MF2-AB1 Pork Kare-kare with 1 pc Fried Chicken 1 cup rice, banana 230ml C2 solo	July 2024	CSFP
100	pax	MB8-AB1 1 cup Goto with tokwa't baboy 230ml C2 solo  MF8-AB3 Chicken Asado with 3 pcs Lumpiang Shanghai 1 cup Rice, 1 pc Banana 330ml mineral water  MA16-AB1 Pancit Palabok with 1 Puto Pao 230ml C2 Solo	July 2024	CSFP
35	pax	M10-AB1 Pancit Canton with 2 pcs Kutsinta 230ml C2 solo	July 2024	CSFP
20	pax	MA16-AB1 Pancit Palabok with 1 pc Puto Pao 230ml C2 solo  MF11-AB3 Fried Chicken with 1/2 cup torta 1 cup rice, 1 pc banana 330ml mineral water	July 2024	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/ provider.
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 or before the implementation of the program.
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 and submitted by:

  
**Myrna Antoinette T. Dela Cruz, RND**  
**Procurement Officer – Nutrition**

Noted by:

  
**Rowena L. Salas, MD**  
**City Health Officer**

<b>CONFORME:</b>
_____ 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*