



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 Pantry Supplies to be used at the City Accountant's Office for 2nd Semester of 2024 in the City of San Fernando, Pampanga**
Location of the Project : **City Accountant's Office**

Company Name _____ Date : **Jul 23, 2024**
PR No. : **2024-07-01223**
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 29, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga.**

Canvassed by: _____ Approved by: _____

Paolo Cesar E. Areola 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	12	btl(s)	Coffee, 190 grams, Instant, Medium Roast			
2	12	btl(s)	Coffee Creamer, 1.5 kilograms			
3	12	pack(s)	Choco Malt Powdered Milk, 22 grams, 12 pcs per pack			
4	16	pack(s)	Sugar, White, 1 kilogram			
5	12	pack(s)	Pancit Canton, Instant, Kalamansi Flavor, 80 grams, 6 pcs per pack			
6	100	cup(s)	Cup Noodles, 40 grams, assorted flavor			
7	8	can(s)	Crackers, 850 grams / 1 lb 14 oz			
8	8	can(s)	Chocolate Chip Cookies, 600 grams			
9	80	pack(s)	Paper Plates, 25 pcs per pack			
10	40	pack(s)	Disposable Spoon, 50 pcs per pack			
11	40	pack(s)	Disposable Fork, 50 pcs per pack			
12	40	pack(s)	Disposable Paper Cups, 8 oz, 50 pcs per 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 Pantry Supplies to be used at the City Accountant's Office for the 2nd Semester of Year 2024 in the City of San Fernando, Pampanga.

I. BACKGROUND

The City Accountant's Office is mandated to prepare and submit financial statements/ reports to the Local Chief Executive (LCE), Sangguniang Panlungsod (SP) and to the Commission on Audit and other instrumentalities as maybe required by issuances or law. The City Accountant's Office is also responsible for apprising the LCE and SP on the financial condition and operations of the LGU. The creative and continuous improvement of internal audit system in the LGU is also one of the roles of the City Accountant's Office.

In proportion to the bulk of roles of the City Accountant's Office, the provision of a well-stocked pantry can actually boost productivity among employees.

II. BUDGETARY REQUIREMENT

The budgetary requirement for the supply and delivery of pantry supplies to be used at the City Accountant's Office for the 2nd Semester of Year 2024 in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2024-179 and already included in the APP of the City Government, which is in the amount of FIFTY THREE THOUSAND SIX HUNDRED PESOS (P53,600.00).

III. OBJECTIVES

To provide the required pantry supplies to be used at the City Accountant's Office ensuring the continuous efficiency of the staff.

IV. TERMS AND CONDITIONS

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

b. Specifications/ Schedule of Requirements

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
12	Bottle	Coffee 190 grams	10 days upon approval of NTP and PO	CGSO Central Storage, Del Pilar, CSFP
12	Bottle	Creamer 1.5 kilograms	10 days upon approval of NTP and PO	CGSO Central Storage, Del Pilar, CSFP
12	Pack	Choco Malt Powdered Milk, 22grams, 12 pcs per pack	10 days upon approval of NTP and PO	CGSO Central Storage, Del Pilar, CSFP
16	Pack	White Sugar 1 kilogram	10 days upon approval of NTP and PO	CGSO Central Storage, Del Pilar, CSFP
12	Pack	Pancit Canton Noodles Kalamansi Flavor 80 grams (6pcs per pack)	10 days upon approval of NTP and PO	CGSO Central Storage, Del Pilar, CSFP
100	Cup	Cup Noodles (assorted flavor) 40 grams	10 days upon approval of NTP and PO	CGSO Central Storage, Del Pilar, CSFP
8	Can	Crackers 850 grams (1lb 14oz)	10 days upon approval of NTP and PO	CGSO Central Storage, Del Pilar, CSFP
8	Can	Chocolate Chip Cookies 600 grams	10 days upon approval of NTP and PO	CGSO Central Storage, Del Pilar, CSFP

80	Pack	Paper Plates, 25 pcs per pack	10 days upon approval of NTP and PO	CGSO Central Storage, Del Pilar, CSFP
40	Pack	Disposable Spoon, 50 pcs per pack	10 days upon approval of NTP and PO	CGSO Central Storage, Del Pilar, CSFP
40	Pack	Disposable Fork, 50 pcs per pack	10 days upon approval of NTP and PO	CGSO Central Storage, Del Pilar, CSFP
40	Pack	Disposable Paper Cups, 8 oz., 50 pcs per pack	10 days upon approval of NTP and PO	CGSO Central Storage, Del Pilar, CSFP

b. Procurement Process

7. For the End- user, ensure the completion of the documents in order to proceed with the procurement process.
8. 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/ provider.
9. If the procurement process reaches the ensuing year, observe that the allowed delivery is only up to what is stipulated in the contract.
10. 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).
11. Ensure that there are readily- available supplies upon submission of Request for Quotation (RFQ)/ Bid since delivery is anticipated upon issuance of PO/ Contract.
12. 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

7. Strictly observe the "No Purchase Order (PO)/ Contracts, No Delivery" Policy and comply with the delivery period.
8. The Delivery Period shall be within 10 days upon the approval of the Notice to Proceed and PO.
9. During the delivery, strictly follow the provisions enumerated in the Terms and Condition of the PO/ Contract including the Delivery Schedule, Penalty, among others.
10. 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.

11. Coordination with the supplier/ contractor shall be the function of the CGSO- PMD as its mandate.
12. 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

4. The CGSO-PSMD shall inspect and accept the delivery.
5. The supplier/ contractor shall present the PO and issue Sales Invoice.
6. The CGSO-PSMD shall prepare the corresponding Inspection and Acceptance Report/s.

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:

- c. Provide the quantity of items being required by the project/ program; and
- d. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.

The deliverables of the City Government shall be as follows:

- f. On- time payment of the supplier/ contractor i.e., 30 days after delivery.
- g. End- user shall monitor the delivery of requirements.
- h. The Procurement Officer shall assist in the monitoring, delivery and on- time payment of the supplier.
- i. Provide necessary and readily- available documents such as during the conduct of post-audit.
- j. 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:

Conforme:

 Jose Tiburcio S. Canlas
 City Accountant

 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.