



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 Spaying and Neuter for World Rabies Day for 2024 in the City of San Fernando, Pampanga**
Location of the Project : **City Agriculture and Veterinary Office**

Company Name

Date : **Jul 23, 2024**

PR No. : **2024-07-01353**

Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, July 30, 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	60	pax	September AM Snack Set MC4 & AB4 1 cup Goto w/ 1/2 cup Tokwa't Baboy Coke Mismo 300ml			
2	60	pax	Lunch Set ME4 Roast Beef Mixed Vegetable Banana/pastries 1 cup Rice Coke Mismo 300ml			
3	60	pax	PM Snack Set MC3 & AB4 1 cup Pancit Canton w/ 1/2 size clubhouse Coke Mismo 300ml			
4	60	pax	October 2024 AM Snack Set MC1 & AB4			



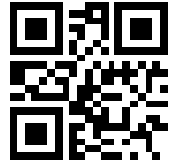
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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			1 cup Pancit Palabok with chicken sandwich Coke Mismo 300ml			
5	60	pax	Lunch Set MF5 & AB4 Pork Caldereta 1 stick Pork Bbq Banana 1 cup Rice Coke Mismo 300ml			
6	60	pax	PM Snack Set MB 7 1 cup Spaghetti with ham sandwich Coke Mismo 300ml			
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

OFFICE : **CITY AGRICULTURE AND VETERINARY OFFICE**

PROJECT : Supply and Delivery of Meals to be served for the Spaying and Neuter for World Rabies Day for 2024 in the City of San Fernando, Pampanga

DATE : September and October 2024

The City Agriculture and Veterinary Office intends to procure Meals to be used in Spaying and Neuter for World Rabies Day in the City of San Fernando, Pampanga following the specific Terms of Reference for the procurement.

QUANTITY/ DESCRIPTION

Qty	UOM	Item Description	Unit Cost	Total
60	pax	September AM Snack Set MC4 & AB4 1 cup Goto w/ 1/2 cup Tokwa't Baboy Coke Mismo 300ml	199	11,940.00
60	pax	Lunch Set ME4 Roast Beef Mixed Vegetable Banana/pastries 1 cup Rice Coke Mismo 300ml	229	13,740.00
60	pax	PM Snack Set MC3 & AB4 1 cup Pancit Canton w/ 1/2 size clubhouse Coke Mismo 300ml	199	11,940.00
60	pax	October 2024 AM Snack Set MC1 & AB4 1 cup Pancit Palabok with chicken sandwich Coke Mismo 300ml	199	11,940.00
60	pax	Lunch Set MF5 & AB4 Pork Caldereta 1 stick Pork Bbq Banana 1 cup Rice Coke Mismo 300ml	229	13,740.00

60	pax	PM Snack Set MB 7 1 cup Spaghetti with ham sandwich Coke Mismo 300ml	199	11,940.00
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APPROVED BUDGET

- The approved Budget for the contract is P 75, 240.00 for the Meals inclusive of all applicable taxes' insurances/bonds, permits, licenses, and or other miscellaneous expenses and costs on the required Spaying and Neuter for World Rabies Day in the City of San Fernando, Pampanga.

DELIVERY/ IMPLEMENTATION PERIOD

1. Strictly observe the "No Purchase Order (PO)/ Contracts, No Delivery" Policy and comply with the delivery period.
2. During the delivery, strictly follow the provisions enumerated in the Terms and Conditions of the PO/ Contract including the Delivery Schedule, and Penalty, among others.
3. In case there is a change in the Delivery Schedule and specifications, the Enduser through the Procurement Officer shall coordinate with the CGSO-Procurement Management Division (PMD) for the latter to advise the supplier/ contractor regarding the concern.
4. Coordination with the supplier/ contractor shall be the function of the CGSO-PMD as its mandate.
5. For onsite delivery, ensure the coordination with the Inspector from the CGSO-Property, and Supply Management Division (PSMD) for the inspection of the delivery

INSPECTION AND ACCEPTANCE

1. The End- the user shall accept the delivery with the (1) delivery receipts, and submit them immediately to the Inspector or CGSO- PSMD together with the photo documentation of the delivery.

Such documents will be used in notifying the concerned offices of the delivery such as the City Accountant's Office (CAccO) and Commission on Audit (COA) to include the same in the Payables.

DELIVERABLES BY THE SUPPLIER/CONTRACTOR AND THE CITY GOVERNMENT

The deliverables of the supplier/contractor shall be as follows:

- a. Deliveries should be made within office hours and on regular working days on or before the stipulated date in the PO unless otherwise specified for a valid reason why the same cannot be complied with 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-users 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.

Evaluate the performance of the supplier/ contractor and in case there is a violation to the Contract/ Agreement, prepare a Verified Report


CRISTINA A. SANGUMAY
City Agriculturist

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.

CONFORME:

Signature over Printed Name

Date

