



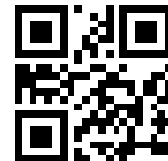
Republic of the Philippines  
Province of Pampanga

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 Community Earthquake Drill in the City of San Fernando, Pampanga**  
Location of the Project : **City Disaster Risk Reduction and Management Office**

Company Name \_\_\_\_\_ Date : **Jul 30, 2024**  
PR No. : **2024-07-01392**  
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, August 5, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by: \_\_\_\_\_ Approved by: \_\_\_\_\_

Rachelle M. Pangilinan

  
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>Coordination Meeting</b>						
1	110	pax	AM Snacks MC1 1 cup Pancit Palabok with chicken sandwich			
<b>Practice Drill</b>						
2	175	pax	AM Snacks - MC2 1 cup Pancit Bihon with cheesy ensaymada			
3	175	pax	Lunch - MF3 Chicken BBQ 1/2 cup Seafood Chopsuey Banana/pastries 1 cup Rice			
<b>Simulation Drill</b>						
4	175	pax	AM Snacks - MC3 1 cup Pancit Canton w/ 1/2 size clubhouse sandwich			
5	175	pax	Lunch - MF7 Pork Bistig Garlic Chicken Banana/pastries 1 cup Rice			
<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 SERVED FOR THE COMMUNITY EARTHQUAKE DRILL IN THE CITY OF SAN FERNANDO, PAMPANGA.

#### I.BACKGROUND

The City Disaster Risk Reduction and Management Office-City Government of the City of San Fernando, Pampanga, in its mandate to enhance and capacitate its constituent/community. Performing Community Earthquake Drill on a regular basis will familiarize and enable the BDRMCs and the entire community to practice their specific roles during emergencies. It will measure the effectiveness of the various parts of the Contingency Plan, in the process identify problems that may be encountered and the possible steps to resolve them.

#### II.BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Meals to be served for the Community Earthquake Drill in the City of San Fernando, Pampanga, is included in the PPMP in the amount of ONE HUNDRED FIFTY ONE THOUSAND FOUR HUNDRED FOURTY PESOS (P 151,440.00).

#### III.OBJECTIVES

To enhance and capacitate the Community on how to respond in times of emergencies and/or disaster by facilitating community earthquake drills

#### 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

CSFP Earthquake and Fire Drill for City Government Employees

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
110	pax	Coordination Meeting AM Snacks - MC1	August- December 2024	Within CSFP
175	pax	Practice Drill AM Snacks -MC2 Lunch - MF3		
175	pax	Simulation Drill AM Snacks - MC3 Lunch - MF7		

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. Ensure to supply the requirements upon issuance of DOC.
5. 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)/ Delivery Order Contract (DOC), No Delivery” Policy and comply with the delivery period.
  2. The Delivery Period shall be from August-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 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 sheets 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 required by the project/ program; and
- b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.
- c. Supplier should provide Water Dispenser

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. 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:

**RAYMOND B. DEL ROSARIO**  
LDRRMO IV



CONFORME:
<hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Signature over Printed Name
<hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> 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.