



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 Training-Orientation on the Establishment and Operation of the Barangay Human Rights Action Centers (BHRACs) in the City of San Fernando, Pampanga on August 2024**

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

Company Name _____ Date : **Aug 6, 2024**

PR No. : **2024-08-01471**

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 12, 2024 10:00 AM** at **CGSO Bldg., 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
DAY 1 AM						
1	120	pax	MC1 1 cup Pancit Palabok with chicken sandwich			
2	2	gal(s)	Purified Drinking Water			
DAY 1 PM Buffet						
3	120	pax	BA1 Steamed Rice Roast Beef Chicken Terriyaki Fish Fillet w/ Creamy White Sauce Fruits Drinks			
DAY 1 PM						
4	120	pax	MB5 1 cup Sotanghon with 3 pcs. kutsina			
DAY 2 AM						
5	120	pax	MB7 1 cup Spaghetti with Ham Sandwich			
6	2	gal(s)	Purified Drinking Water			
DAY 2 PM Buffet						
7	120	pax	BA3 Steamed Rice Beef Stroganof Shrimp w/ Broccoli Rosemary Chicken Dessert Drinks			



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Location of the Project :

City Legal Office

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
DAY 2 PM						
8	120	pax	MB3 1 cup Pancit Bihon with 2 pcs turon			
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



HUMAN RIGHTS ACTION CENTER (HRAC)

City of San Fernando, Pampanga

TERMS OF REFERENCE

(Supply and Delivery of Meals to be served during the conduct of Training-Orientation on the Establishment and Operation of Barangay Human Rights Action Centers (BHRACs) in the City of San Fernando, Pampanga on August 15-16, 2024)

I. Background

The City Government of San Fernando, Pampanga fully adheres to the Joint Memorandum Circular No. 1, series of 2014 dated 16 December 2024 by the Department of the Interior and Local Government (DILG) and Commission on Human Rights (CHR) with the subject, "Mainstreaming Human Rights Through Rule of Law and Access to Justice at the Level of Provinces, Cities, Municipalities and Barangays" through the issuance of an Executive Order No. 2023-006 dated 17 January 2023, creating the Human Rights Action Center (HRAC) in the City.

To further strengthen the promotion and protection of human rights in the locality, the City's HRAC proposed the passage of a local policy institutionalizing the Human Rights Action Center in the City of San Fernando, Pampanga, which aims to establish a continuing program of research, information and education to enhance respect for the primacy of human rights.

The City Government, as part of its mandate in championing the primacy of human rights, commits to ensure that human rights is extended and preserved at the community level. As such, coordination with the grassroots level in the establishment of the Barangay Human Rights Action Center (BHRAC) which aim is to make human rights services concretely accessible to the populace and shall remain embosomed in the community culture.

The Commission on Human Rights (CHR) designed the Barangay Human Rights Action Center (BHRAC) with the purpose of empowering and mobilizing community-based human rights advocates to take up the cudgels for human rights promotion and protection, and at the same time, bring the services of CHR to the grassroots level.

To ensure its mainstreaming and to bring human rights services closer to the people at the barangay level, the BHRAC should be established. Thus, barangay officials, particularly the Barangay Chairperson of each barangay, must undergo training/orientation on the establishment of BHRAC in their respective community to thoroughly assimilate its functionalities and appoint eligible members of the BHRAC.

By providing training to the officials of the barangay, the information and knowledge related to the promotion and protection of human rights and fundamental freedom is cascaded throughout the City which contributes to a strong and effective BHRAC system.

II. Budgetary Requirement

The Budgetary Requirement for the Supply and Delivery of Meals to be served during the conduct of Training-Orientation on the Establishment and Operation of Barangay Human Rights Action Centers (BHRACs) in the City of San Fernando, Pampanga on August 15-16, 2024 by the City's Human Rights Action Center is included in the PPMP with Ref. No. 2024-2583 and already included in the Annual Procurement Plan (APP) of the City Government, which is the amount of **One Hundred Sixty Nine Thousand Six Hundred Pesos (Php169,600.00)**.

III. Objectives

The Human Rights Action Center proposed the conduct of the Training-Orientation on the Establishment and Operation of Barangay Human Rights Action Centers (BHRACs) among barangay officials in the City for them to gain better knowledge on the duties and functions of the BHRAC which shall oversee and manage the BHRACs.

To add, the activity also aims to develop an understanding of everyone's common responsibility to make human rights a reality in each barangay while being advocates for the dignity, freedom and basic human rights of all people.

The objective of the Supply and Delivery of Meals to be served during the conduct of Training-Orientation on the Establishment and Operation of Barangay Human Rights Action Centers (BHRACs) in the City of San Fernando, Pampanga which will be held at the Mini Convention Center, Heroes Hall, City of San Fernando, Pampanga are as follows:

1. To ensure that meals are served during the activity considering that it is a policy of the City Government that provision of meals is allowed if the duration of the meeting is more than four (4) hours; and
2. To ensure the efficiency and active participation of guests/participants in the Training-Orientation on the Establishment and Operation of Barangay Human Rights Action Centers (BHRACs) in the City of San Fernando, Pampanga.

IV. Terms and Conditions

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

a. Specifications/Schedule of Requirements

August 15, 2024 (Day 1)				
Breakfast/AM Snacks				
Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
120	pax	1 cup Pancit Palabok with chicken sandwich	August 15, 2024 at 9:30 a.m.	Mini Convention Center, Heroes Hall, CSFP
2	gallons	Purified Drinking Water	August 15, 2024 at 9:30 a.m.	Mini Convention Center, Heroes Hall, CSFP
Lunch				
120	pax	Steamed Rice Roast Beef Chicken Teriyaki Fish Fillet w/ Creamy White Sauce Fruits Drinks	August 15, 2024 at 11:30 a.m.	Mini Convention Center, Heroes Hall, CSFP
PM Snacks				
120	pax	1 cup Sotanghon with 3 pcs. kutsinta	August 15, 2024 at 2:30 p.m.	Mini Convention Center, Heroes Hall, CSFP

August 16, 2024 (Day 2)				
Breakfast/AM Snacks				
Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
120	pax	1 cup Spaghetti w/ ham sandwich	August 16, 2024 at 9:30 a.m.	Mini Convention Center, Heroes Hall, CSFP
2	gallons	Purified Drinking Water	August 16, 2024 at 9:30 a.m.	Mini Convention Center, Heroes Hall, CSFP
Lunch				
120	pax	Steamed Rice Beef Stroganof Shrimp w/ Broccoli Rosemary Chicken Dessert Drinks	August 16, 2024 at 11:30 a.m.	Mini Convention Center, Heroes Hall, CSFP
PM Snacks				
120	pax	1 cup Pancit Bihon with 2 pcs. turon	August 16, 2024 at 2:30 p.m.	Mini Convention Center, Heroes Hall, 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 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 15, 2024 at 9:30 a.m. for breakfast; 11:30 a.m. for lunch; 2:30 p.m. for PM snack
August 16, 2024 at 9:30 a.m. for breakfast; 11:30 a.m. for lunch; 2:30 p.m. for PM snack
3. During the delivery, strictly follow the provisions enumerated in the Terms and Conditions 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 concern 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-PMD 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 violation to the Contract/Agreement, prepare a Verified Report.

Submitted by:



CHAF NICOLE A. CASTRO
End-User

Approved by:



ATTY. JOSE ELMER Y. TEODORO
City Legal Officer

CONFORME:

Signature over printed name

Date