



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 Symposium on Children's Rights and Children-Related Laws on 3rd Quarter of 2024 in the City of San Fernando, Pampanga**

Location of the Project : **City Social Welfare and Development Office**

Company Name _____ Date : **Aug 13, 2024**
PR No. : **2024-08-01516**
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 19, 2024 10:00 AM** at **CGSO Bldg., City Civic Center, Alasas, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Monalyn M. Aquino
Administrative Aide VI (Buyer II)

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
AM SNACK						
1	110	pax	Set MC7-AB2 --Baked Mac with chicken sandwich 200ml minute maid (tetra pack)			
LUNCH						
2	110	pax	Set ME5-AB2 --BBq Chicken (120g) Chopsuey (1/2 cup) Banana/pastries 1 cup Rice 200ml minute maid (tetra pack)			
PM SNACK						
3	110	pax	Set MA12-AB2 --Special Baked Mac with garlic bread 200ml minute maid (tetra 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 MEALS TO BE SERVED DURING THE SYMPOSIUM ON CHILDREN'S RIGHTS AND CHILDREN-RELATED LAWS 3RD QUARTER 2024 IN THE CITY OF SAN FERNANDO, PAMPANGA

I.BACKGROUND

Child participation is one of the core principles of the Convention on the Rights of the Child(CRC), which asserts that children and young people have the right to freely express their views and that there is an obligation to listen to children's views and to facilitate their participation in all matters affecting them within their families, schools, local communities, public services, institutions, government policies and judicial procedures. The children and young people can play a significant role as agents of transformation with the capability to engage in decision-making processes. The convention asserts that the children are subjects of rights and not merely objects of charity; that they can be active partners in development, and not merely passive recipient of adult care and protection.

As the UNCRC asserts that children and young people have the right to freely express their views and that there is an obligation to listen to children's views and to facilitate their participation in all matters affecting them within their families, schools, local communities, public services, institutions, government policies and judicial procedures, we should recognize that children and young people can play as significant role as agents of transformation and that they have the capability to engage in decision-making processes. Children, hence, can be active partners in development, and not merely passive recipients of adult care and protection.

Part V of the LPAC refers to CSFP's goals, strategies and programs that contribute to Goal No. 4 of the 3rd National Plan of Action for Children (NPAC) 2017-2022, i.e., *Children are actively participating in decision-making processes affecting their lives according to their evolving capacities*. This goal is aimed to address children's right to participation. City of San Fernando Pampanga's LPAC Goal No.4 follows closely the national goal and its sub-goals and expected outcomes and is described in the Child Participation Framework and Meaningful Child Participation.

II.BUDGETARY REQUIREMENT

The budgetary requirement for the Supply and delivery of Meals to be served during the Supply and Delivery of Meals to be served during the Symposium on Children's Rights and Children-Related Laws 3rd Quarter 2024 in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2024-2171 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **SIXTY-ONE THOUSAND AND FIFTY PESOS(Php61,050.00)**

III.OBJECTIVES

The City Social Welfare and Development Office aims to develop and implement programs to promote meaningful participation of children including adolescents in decision-making processes. Also, to create and enabling environment for them to freely express their ideas, views and opinions.

- To provide support to the child representatives as to become future leaders of our society. It is also to let the child representative of LCPC and BCPC to know each other that can help them deepen their connection through bringing to life their rights;
- To provide and enhance the knowledge of the child representatives of the current issues on children especially on abuse to their vulnerability. This also aims to help the child representatives to understand the laws that were created to protect them and fight for their right;
- To give the child representatives the opportunity to meet and plan for their activity and be active citizen of the society; and
- To enhance the leadership skills of the child representatives that can help them lead peers that can give contribution to the society. It also aims to showcase their talents and skills that can help them boost their self-esteem.

IV. TERMS AND CONDITIONS

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

a. Specifications/ Schedule of Requirements

Qty.	Unit	Item Description/ Specifications	Date	Location
110	pax	Set MA12-AB2 --Special Baked Mac with garlic bread 200ml minute maid (tetra pack) Set ME5-AB2 --BBq Chicken (120g) Chopsuey (1/2 cup) Banana/pastries 1 cup Rice 200ml minute maid (tetra pack) Set MC7-AB2 --Baked Mac with chicken sandwich 200ml minute maid (tetra pack)	July-September 2024	On Site

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 base 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 transaction 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 to supply the requirements upon issuance of DOC.
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)/ Delivery Order Contract (DOC), No Delivery" Policy and comply with the delivery period.
2. The Delivery Period shall be from July-September 2024. By the end of the contract, the end- user can no longer prepare Order List and no DOC will be issued for the purpose.
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.

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 the meals being required by the project/ program; and
- b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.

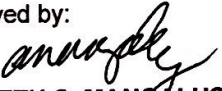
The deliverables of the City Government shall be as follows:

- a. On- time payment of the supplier/ contractor i.e., 15 days after the delivery.
- b. End- user shall monitor the delivery.
- c. The Procurement Officer shall assist in the monitoring and on- time payment of the supplier/ contractor.
- 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 by:


GEORGIE D. SALVADOR
Social Welfare Assistant

Approved by:


CANNETH C. MANGALUS
Acting CSWD Officer, End User

CONFORME:
_____ Signature over Printed Name
_____ Date

Note: The 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.