



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 Coordinative Meeting of City Public Order and Safety Coordinating Office Units on Ethics, Laws and Regulations for 2024 in the City of San Fernando, Pampanga**

Location of the Project : **City Public Order and Safety Coordinating Office**

Company Name _____ Date : **Aug 22, 2024**

Address _____ PR No. : **2024-08-01584**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Thursday, August 29, 2024 10:00 AM** at **CGSO Bldg., City Civic Center, Alasas, City of San Fernando, Pampanga.**

Canvassed by: **Jannelle D.A. Tungcab**

Approved by: **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 SNACKS						
1	135	pax	MB6 1 cup Carbonarra with garlic bread			
2	135	btl(s)	AB1 230ml C2 Solo			
LUNCH						
3	150	pax	BD1 Roast Beef w/ Mashed Potato in Mushroom Sauce Chicken Galantine w/ Cocktail Dressing Grilled Baby Backribs in Pineapple Bbq Sauce Fish Fillet in Thai Sauce Buttered Vegetables Steamed Pandan Rice Buko Fruit Salad/ Fresh Fruits Lemon Iced Tea			
PM SNACKS						
4	135	pax	MC1 1 cup Pancit Palabok with chicken sandwich			
5	135	btl(s)	AB1 230ml C2 Solo			
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 for the Coordinative Meeting of City Public Order and Safety Coordinating Office Units on Ethics, Laws and Regulations for 2024 in the City of San Fernando, Pampanga

I. BACKGROUND

Pursuant to R.A. No. 7160 otherwise known as the Local Government Code of 1991 particularly Section 444(b)(1) provides that the Chief Executive shall exercise general supervision and control over all programs, projects, services, and activities of the local government.

As the primary Department of the City Government that implements of ordinances pertaining Public Order and Safety, the CPOSCO is continuously seeking ways to instill discipline among road users through the regular conduct of clearing operations against road obstructions, check- points to identify erring drivers and pedestrians along major thoroughfares in the CFSP.

In line with this, it is imperative to hold a Coordinative Meeting in order to the CPOSCO cascade its policies, regulations, programs etc. among its members.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Meals to be served for the Coordinative Meeting of City Public Order and Safety Coordinating Office Units on Ethics, Laws and Regulations for 2024 in the City of San Fernando, Pampanga and is included in the PPMP with Ref. No. 2024-903 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of One hundred thirty-two thousand nine hundred thirty pesos only (Php 132,930.00)

III. OBJECTIVES

The objectives of the Supply and Delivery of Meals to be served for the Coordinative Meeting of City Public Order and Safety Coordinating Office Units on Ethics, Laws and Regulations for 2024 in the City of San Fernando, Pampanga (Subject To Ordering Agreement) are as follows:

1. To ensure that meals are served during the coordinative meeting 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 continuous efficiency and active participation of the CPOSCO personnel.

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

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
135	Pax	MB6 1 cup Carbonara with garlic bread	December 2024	CPOSCO Headquarters, Brgy. Calulut CSFP
135	Pax	AB1 230 ml c2 solo		

135	Pax	MC1 1 cup pancit palabok with chicken sandwich		
135	Pax	AB1 230 ml c2 solo		
150	Pax	BD1 Roastbeef with mashed potato in mushroom sauce Chicken galantine with cocktail dressing Grilled baby backribs in pineapple bbq sauce Fish filler in thai sauce Buttered vegetables Steamed pandan rice Buko fruit salad/fresh fruits Lemon iced tea		

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/ provider.
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 shall be based on 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 of meals 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 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 a violation to the Contract/ Agreement, prepare a Verified Report.

Prepared and submitted by:


LOUIE P. CLEMENTE
 Department Head, CPOSCO

<p>CONFORME:</p> <hr style="border: 0.5px solid black;"/> <p style="text-align: center;">Signature over Printed Name</p> <hr style="border: 0.5px solid black;"/> <p style="text-align: center;">Date</p>
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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.