



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 Pantry Supplies to be used for the bi-monthly meeting of the City Environment and Natural Resources Office for 2nd Semester of 2024 in the City of San Fernando, Pampanga**

Location of the Project : **City Environment and Natural Resources Office**

Company Name \_\_\_\_\_ Date : **Oct 10, 2024**

PR No. : **2024-09-01756**

Address \_\_\_\_\_

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Wednesday, October 16, 2024 10:00 AM** at **CGSO Building, 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
1	60	pack(s)	3 in 1 Coffee -Twin Pack -(53gx10s) per pack -Brown			
2	25	pack(s)	Powdered Chocolate Drink -1kg			
3	30	pack(s)	Coffee -185g -Classic			
4	50	pack(s)	Coffee Creamer -400g			
5	20	pack(s)	Sugar -1kl -Brown			
6	20	jar(s)	Cheese Spread -440g			
7	20	jar(s)	Peanut Butter -504g			
8	55	pack(s)	Plain Crakers -25g x 10pcs per pack			
9	20	canister	Assorted Biscuits -600g -Butter Cookies, Chocolate Chip Cookies			
10	12	jar(s)	Mayo Spread(Chicken,Ham,Bacon) -470ml			
<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 Pantry Supplies to be used for the bi-monthly meeting of the City Environment and Natural Resources Office for 2nd Semester of 2024 in the City of San Fernando, Pampanga

### I. BACKGROUND

The City Government of San Fernando (P), through the City Environment & Natural Resources Office (CENRO), is committed to the protection, preservation and conservation of the eco-system, through the implementation of different programs and services. Implements existing national and local environmental laws and programs, and ensure the compliance of barangays, business owners and other stakeholders.

The Land Management Division and the Pollution Control, Information and Administrative Division personnel of CENRO are committed to provide quality and efficient service to Fernandinos and constituents. . CENRO conducts regular monthly meetings to provide updates, share ideas and information, solve organizational challenges and participate in a team environment.

### II. BUDGETARY REQUIREMENT

The Supply and Delivery of Pantry Supplies to be used for the bi-monthly meeting of the City Environment and Natural Resources Office for 2nd Semester of 2024 in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2024-453 which is in the amount of **SEVENTY FIVE THOUSAND PESOS ONLY (75,000.00)**.

### III. OBJECTIVES

The objectives for the Supply and Delivery of Pantry Supplies to be used for the bi-monthly meeting of the City Environment and Natural Resources Office for 2nd Semester of 2024 in the City of San Fernando, Pampanga are as follows:

- a. Provide sustenance during meetings.
- b. Serve as a driving force to keep the team active in the discussion.
- c. To inspire the personnel in the performance of work after the meeting.

### 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
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30	Pack(s)	Coffee -185g -Classic	Twenty (20) days upon issuance of Notice to Proceed	City General Services Office, Central Storage, New Public Market, Brgy. Del Pilar, CSFP
50	Pack(s)	Coffee Creamer -400g	Twenty (20) days upon issuance of Notice to Proceed	City General Services Office, Central Storage, New Public Market, Brgy. Del Pilar, CSFP
20	Packs(s)	Sugar -1 kilo -Brown	Twenty (20) days upon issuance of Notice to Proceed	City General Services Office, Central Storage, New Public Market, Brgy. Del Pilar, CSFP
20	Jar(s)	Cheese Spread -440g	Twenty (20) days upon issuance of Notice to Proceed	City General Services Office, Central Storage, New Public Market, Brgy. Del Pilar, CSFP
20	Jar(s)	Peanut Butter Spread -504g	Twenty (20) days upon issuance of Notice to Proceed	City General Services Office, Central Storage, New Public Market, Brgy. Del Pilar, CSFP
12	Jar(s)	Mayo Spread(Chicken,Ham,Bacon) -470ml	Twenty (20) days upon issuance of Notice to Proceed	City General Services Office, Central Storage, New Public Market, Brgy. Del Pilar, CSFP
6	Pack(s)	3 in 1 coffee -twin pack -53gx10s per pack -Brown	Twenty (20) days upon issuance of Notice to Proceed	City General Services Office, Central Storage, New Public Market, Brgy. Del Pilar, CSFP
20	Buckets(s)	Assorted Biscuits -600g -Butter Cookies, Chocolate Chip Cookies	Twenty (20) days upon issuance of	City General Services Office, Central Storage, New

			Notice to Proceed	Public Market, Brgy. Del Pilar, CSFP
25	Pack(s)	Powdered Chocolate Drink -1kg	Twenty (20) days upon issuance of Notice to Proceed	City General Services Office, Central Storage, New Public Market, Brgy. Del Pilar, CSFP
55	Pack(s)	Plain Crackers -25g x 10pcs per pack	Twenty (20) days upon issuance of Notice to Proceed	City General Services Office, Central Storage, New Public Market, Brgy. Del Pilar, 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 twenty days upon issuance of Notice to Proceed.
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 the items and to immediately notify the supplier/ contractor in case of any concerns before the acceptance.
7. Ensure that the food is packed in reusable containers or other environment-friendly packaging. Eliminate the use of single-use plastics.
8. Ensure that the **expiration date of the pantry supplies is at least 1 year** from the date of delivery to assure the safety of the goods for consumption.
9. The quality of the pantry supplies to be delivered should be commensurate with the cost.

d. Inspection and Acceptance

1. The CGSO-PSMD shall inspect and accept the delivery.
2. The supplier/contractor shall present the PO and issue Sales Invoice.
3. The CGSO-PSMD shall prepare the corresponding Inspection and Acceptance Report/s.

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 pantry supplies 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 of the Contract/ Agreement, prepare a Verified Report.

Approved by:



**MARIA TERESA Q. DOBLE**  
Acting CENRO-I  
Head/ 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.*