



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 Kayabe Creative Industry Mentorship for Entrepreneurs Program (CIMEP) 2024 in the City of San Fernando, Pampanga**

Location of the Project : **City Tourism and Investment Promotions Office - Investment And Promotion Division**

Company Name	Date : <b>Oct 10, 2024</b>
Address	PR No. : <b>2024-10-01921</b>

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Thursday, October 17, 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
<b>Food for Launching</b>						
1	50	pax	Special Packed Meals  Set MF4 – AB2 -Chicken Terriyaki -3 pcs Lumpiang Shanghai -Banana/Pastries -1 Cup Rice -250ml Minute Maid			
<b>Food for Graduation</b>						
2	50	pax	Special Packed Meals  Set MF10 – AB3 -Fried Chicken -1/3 Cup Creamy/Buttered Vegetables -Banana/Pastries -1 Cup Rice -330ml Mineral Water			
<b>CIMEP 12-Day Session</b>						
3	40	pax	Day 1 Regular AM Snacks  Set MA8 – AB1 -Special Cheese Burger Sandwich with Fries -230ml C2 Solo			
4	40	pax	Day 1 Special Packed Lunch  Set MF1 – AB3 -Pork Adobo -3pcs Fish Fillet			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			-Banana/Pastries -1 Cup Rice -330ml Mineral Water			
5	40	pax	Day 1 Regular PM Snacks  Set MA9 – AB3 -Pancit Guisado with 1 Puto Pao -330ml Mineral Water			
6	40	pax	Day 2 Regular AM Snacks  Set MA5 – AB1 -Special Chicken Sandwich with Lettuce -230ml C2 Solo			
7	40	pax	Day 2 Special Packed Lunch  Set MF2 – AB3 -Pork Kare-Kare -1pc Fried Chicken -Banana/Pastries -1 Cup Rice -330ml Mineral Water			
8	40	pax	Day 2 Regular PM Snacks  Set MA13 – AB3 -Lomi with 2pcs Putong Puti -330ml Mineral Water			
9	40	pax	Day 3 Regular AM Snacks  Set MA7 – AB3 -Special Egg Sandwich -330ml Mineral Water			
10	40	pax	Day 3 Special Packed Lunch  Set MF3 – AB3 -Chicken BBQ -1 cup Seafood Chopsuey -Banana/Pastries -1 Cup Rice -330ml Mineral Water			



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<b>Item No.</b>	<b>Qty</b>	<b>Unit</b>	<b>Item Description</b>	<b>Remarks</b>	<b>Unit Price</b>	<b>Total</b>
11	40	pax	Day 3 Regular PM Snacks  Set MA6 – AB2 -Special Ham Sandwich -250ml Minute Maid			
12	40	pax	Day 4 Regular AM Snacks  Set MA11 – AB3 -Cheesy Spaghetti with Garlic Bread -330ml Mineral Water			
13	40	pax	Day 4 Special Packed Lunch  Set MF5 – AB3 -Pork Caldereta -1 Stick Pork BBQ -Banana/Pastries -1 Cup Rice -330ml Mineral Water			
14	40	pax	Day 4 Regular PM Snacks  Set MA6 – AB2 -Special Ham Sandwich -250ml Minute Maid			
15	40	pax	Day 5 Regular AM Snacks  Set MA2 – AB3 -Special Jumbo Siopao -330ml Mineral Water			
16	40	pax	Day 5 Special Packed Lunch  Set MF7 – AB3 -Pork Bistig -Garlic Chicken -Banana/Pastries -1 Cup Rice -330ml Mineral Water			
17	40	pax	Day 5 Regular PM Snacks  Set MA10 – AB2 -Pancit Canton with 2pcs Kutsinta -250ml Minute Maid			
18	40	pax	Day 6 Regular AM Snacks			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			Set MA13 – AB3 -Lomi with 2pcs Putong Puti -330ml Mineral Water			
19	40	pax	Day 6 Special Packed Lunch  Set MF8 – AB3 -Chicken Asado -3 pcs Lumpiang Shanghai -Banana/Pastries -1 Cup Rice -330ml Mineral Water			
20	40	pax	Day 6 Regular PM Snacks  Set MA8 – AB2 -Special Cheese Burger Sandwich with Fries -250ml Minute Maid			
21	40	pax	Day 7 Regular AM Snacks  Set MA3 – AB3 -Big Size Special Ensaymada -330ml Mineral Water			
22	40	pax	Day 7 Special Packed Lunch  Set MF10 – AB3 -Fried Chicken -1/3 cup Creamy/Buttered Vegetables -Banana/Pastries -1 Cup Rice -330ml Mineral Water			
23	40	pax	Day 7 Regular PM Snacks  Set MA12 – AB2 -Special Baked Mac with Garlic Bread -250ml Minute Maid			
24	40	pax	Day 8 Regular AM Snacks  Set MA14 – AB3 -Sopas with 2pcs Siomai -330ml Mineral Water			
25	40	pax	Day 8 Special Packed Lunch  Set MF11 – AB3 -1/2 cup Torta			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			-Fried Chicken -Banana/Pastries -1 Cup Rice -330ml Mineral Water			
26	40	pax	Day 8 Regular PM Snacks  Set MA7 – AB2 -Special Egg Sandwich -250ml Minute Maid			
27	40	pax	Day 9 Regular AM Snacks  Set MA2 – AB3 -Special Jumbo Siopao -330ml Mineral Water			
28	40	pax	Day 9 Special Packed Lunch  Set MF7 – AB3 -Pork Bistig -Garlic Chicken -Banana/Pastries -1 Cup Rice -330ml Mineral Water			
29	40	pax	Day 9 Regular PM Snacks  Set MA10 – AB2 -Pancit Canton with 2pcs Kutsinta -250ml Minute Maid			
30	40	pax	Day 10 Regular AM Snacks  Set MA8 – AB1 -Special Cheese Burger Sandwich with Fries -230ml C2 Solo			
31	40	pax	Day 10 Special Packed Lunch  Set MF1 – AB3 -Pork Adobo -3pcs Fish Fillet -Banana/Pastries -1 Cup Rice -330ml Mineral Water			
32	40	pax	Day 10 Regular PM Snacks  Set MA9 – AB3			



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<b>Item No.</b>	<b>Qty</b>	<b>Unit</b>	<b>Item Description</b>	<b>Remarks</b>	<b>Unit Price</b>	<b>Total</b>
			-Pancit Guisado with 1 Puto Pao -330ml Mineral Water			
33	40	pax	Day 11 Regular AM Snacks  Set MA7 – AB3 -Special Egg Sandwich -330ml Mineral Water			
34	40	pax	Day 11 Special Packed Lunch  Set MF3 – AB3 -Chicken BBQ -1 cup Seafood Chopsuey -Banana/Pastries -1 Cup Rice -330ml Mineral Water			
35	40	pax	Day 11 Regular PM Snacks  Set MA6 – AB2 -Special Ham Sandwich -250ml Minute Maid			
36	40	pax	Day 12 Regular AM Snacks  Set MA3 – AB3 -Big Size Special Ensaymada -330ml Mineral Water			
37	40	pax	Day 12 Special Packed Lunch  Set MF10 – AB3 -Fried Chicken -1/3 cup Creamy/Buttered Vegetables -Banana/Pastries -1 Cup Rice -330ml Mineral Water			
38	40	pax	Day 12 Regular PM Snacks  Set MA12 – AB2 -Special Baked Mac with Garlic Bread -250ml Minute Maid			
<b>Total Amount:</b>						

After having carefully read and accepted your General Conditions, I quote you on the item at prices noted above.



Republic of the Philippines

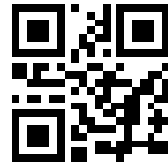
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Location of the Project :

**City Tourism and Investment Promotions Office - Investment And Promotion Division**

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Printed Name/ Signature

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Tel No./ Cellphone No.

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Date



## TERMS OF REFERENCE

### SUPPLY AND DELIVERY OF MEALS TO BE SERVED DURING THE KAYABE CREATIVE INDUSTRY MENTORSHIP FOR ENTREPRENEURS PROGRAM (CIMEP) 2024 IN THE CITY OF SAN FERNANDO, PAMPANGA

#### I. BACKGROUND

To achieve sustainable growth for Micro, Small, and Medium Enterprises (MSMEs), it is crucial to improve the overall business environment and, more importantly, to enhance access to finance. Achieving this goal requires robust coordination among national agencies and local government units to ensure the effective implementation of MSME related policies. Key policies include the Go-Negosyo Act, Magna Carta for MSMEs and the Barangay Micro Business Enterprises Act (RA 9178).

These policies aim to support MSMEs by facilitating better access to credit and other financial services provided by banks, financial institutions, and non-government organizations involved in MSME financing. Enhanced access to finance enables MSMEs to invest in their operations, innovate, and expand, thereby driving economic growth.

Additionally, the collaboration should extend to incorporating the provisions of a new law under RA 11904, which focuses on supporting the creative industry in the Philippines. The creative industry encompasses a wide range of activities, including arts, design, media, and technology, which are pivotal in driving innovation and cultural development. By aligning efforts to support both traditional MSMEs and the emerging creative industry, we can create a more dynamic and diversified economic landscape. This dual approach not only bolsters the resilience of MSMEs but also fosters a thriving creative sector that contributes significantly to the city's development and economic activity.

The City Government of San Fernando, Pampanga, under the leadership of City Mayor Vilma S. Caluag, has created various programs to help Fernandinos economically bounce back better. These programs align with the City's Agenda on Investment Promotion. This seminar aims to capacitate existing business owners, reflecting the vision of the City Government of San Fernando to make government inclusive to Fernandinos, encapsulated in the slogan "Fernandino Ka, Kayabe Ka."

One reinvented activity is the Creative Industry Mentorship for Entrepreneurs (CIME) Program (Micro-Entrepreneur). This flagship program is a collaboration between the Kapatid Mentor ME Program and the creative industry program that will be implemented by the city government in partnership with the Department of Trade and Industry. It aims to help micro, small, and medium entrepreneurs in the creative industry scale up their business acumen through weekly coaching and mentoring by respected business owners, practitioners, and subject matter specialists in various functional areas of entrepreneurship. The LGU, through the Investment Promotion Division, will select and pre-qualify 20-25 entrepreneurs who will undergo a thorough screening procedure, ensuring they are legitimate business owners.

#### II. BUDGETARY REQUIREMENT

The Budgetary Requirement of the Supply and Delivery of Meals to be served during the Kayabe Creative Industry Mentorship for Entrepreneurs Program (CIMEP) 2024 in the City of San Fernando, Pampanga is included in the PPMP with **Ref. No. 2024-3025** and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **TWO HUNDRED FIFTY-SIX THOUSAND EIGHT HUNDRED FORTY PESOS (256,840.00)**.

#### III. OBJECTIVES

The objectives of the Supply and Delivery of Meals to be served during the Kayabe Creative Industry Mentorship for Entrepreneurs Program (CIMEP) 2024 in the City of San Fernando, Pampanga are as follows:



1. **Providing Expert Guidance:** Offering weekly coaching and mentoring sessions led by respected business owners, practitioners, and subject matter specialists.
2. **Promoting Business Growth:** Equipping entrepreneurs with the knowledge and skills necessary to scale their businesses and improve their competitive edge in the market.
3. **Facilitating Collaboration:** Fostering a collaborative environment where entrepreneurs can share experiences, challenges, and solutions.
4. **Ensuring Sustainability:** Supporting long-term business sustainability and growth through comprehensive training on various functional areas of entrepreneurship.
5. **Inclusive Economic Development:** Contributing to the City's broader agenda of inclusive economic development by ensuring that opportunities for growth and advancement are accessible to legitimate business owners in the creative industry.

#### 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
<b>Food for Launching</b>				
50	Pax	Special Packed Meals  Set MF4 – AB2 -Chicken Terriyaki -3 pcs Lumpiang Shanghai -Banana/Pastries -1 Cup Rice -250ml Minute Maid	10 days upon issuance of DOC and NTP	On-site
<b>Food for Graduation</b>				
50	Pax	Special Packed Meals  Set MF10 – AB3 -Fried Chicken -1/3 Cup Creamy/Buttered Vegetables -Banana/Pastries -1 Cup Rice -330ml Mineral Water	10 days upon issuance of DOC and NTP	On-site
<b>CIMEP 12-Day Sessions</b>				
40	Pax	Day 1 Regular AM Snacks  Set MA8 – AB1 -Special Cheese Burger Sandwich with Fries -230ml C2 Solo	10 days upon issuance of DOC and NTP	On-site
40	Pax	Day 1 Special Packed Lunch  Set MF1 – AB3 -Pork Adobo		

		-3pcs Fish Fillet -Banana/Pastries -1 Cup Rice -330ml Mineral Water		
40	Pax	Day 1 Regular PM Snacks  Set MA9 – AB3 -Pancit Guisado with 1 Puto Pao -330ml Mineral Water		
40	Pax	Day 2 Regular AM Snacks  Set MA5 – AB1 -Special Chicken Sandwich with Lettuce -230ml C2 Solo		
40	Pax	Day 2 Special Packed Lunch  Set MF2 – AB3 -Pork Kare-Kare -1pc Fried Chicken -Banana/Pastries -1 Cup Rice -330ml Mineral Water		
40	Pax	Day 2 Regular PM Snacks  Set MA13 – AB3 -Lomi with 2pcs Putong Puti -330ml Mineral Water	10 days upon issuance of DOC and NTP	On-site
40	Pax	Day 3 Regular AM Snacks  Set MA7 – AB3 -Special Egg Sandwich -330ml Mineral Water		
40	Pax	Day 3 Special Packed Lunch  Set MF3 – AB3 -Chicken BBQ -1 cup Seafood Chopsuey -Banana/Pastries -1 Cup Rice -330ml Mineral Water		
40	Pax	Day 3 Regular PM Snacks		

		Set MA6 – AB2 -Special Ham Sandwich -250ml Minute Maid		
40	Pax	Day 4 Regular AM Snacks  Set MA11 – AB3 -Cheesy Spaghetti with Garlic Bread -330ml Mineral Water		
40	Pax	Day 4 Special Packed Lunch  Set MF5 – AB3 -Pork Caldereta -1 Stick Pork BBQ -Banana/Pastries -1 Cup Rice -330ml Mineral Water		
40	Pax	Day 4 Regular PM Snacks  Set MA6 – AB2 -Special Ham Sandwich -250ml Minute Maid	10 days upon issuance of DOC and NTP	On-site
40	Pax	Day 5 Regular AM Snacks  Set MA2 – AB3 -Special Jumbo Siopao -330ml Mineral Water		
40	Pax	Day 5 Special Packed Lunch  Set MF7 – AB3 -Pork Bistig -Garlic Chicken -Banana/Pastries -1 Cup Rice -330ml Mineral Water		
40	Pax	Day 5 Regular PM Snacks  Set MA10 – AB2 -Pancit Canton with 2pcs Kutsinta -250ml Minute Maid		
40	Pax	Day 6 Regular AM Snacks  Set MA13 – AB3		

		-Lomi with 2pcs Putong Puti -330ml Mineral Water		
40	Pax	Day 6 Special Packed Lunch  Set MF8 – AB3 -Chicken Asado -3 pcs Lumpiang Shanghai -Banana/Pastries -1 Cup Rice -330ml Mineral Water		
40	Pax	Day 6 Regular PM Snacks  Set MA8 – AB2 -Special Cheese Burger Sandwich with Fries -250ml Minute Maid		
40	Pax	Day 7 Regular AM Snacks  Set MA3 – AB3 -Big Size Special Ensaymada -330ml Mineral Water	10 days upon issuance of DOC and NTP	On-site
40	Pax	Day 7 Special Packed Lunch  Set MF10 – AB3 -Fried Chicken -1/3 cup Creamy/Buttered Vegetables -Banana/Pastries -1 Cup Rice -330ml Mineral Water		
40	Pax	Day 7 Regular PM Snacks  Set MA12 – AB2 -Special Baked Mac with Garlic Bread -250ml Minute Maid		
40	Pax	Day 8 Regular AM Snacks  Set MA14 – AB3 -Sopas with 2pcs Siomai -330ml Mineral Water		
40	Pax	Day 8 Special Packed Lunch  Set MF11 – AB3		

		-1/2 cup Torta -Fried Chicken -Banana/Pastries -1 Cup Rice -330ml Mineral Water		
40	Pax	Day 8 Regular PM Snacks  Set MA7 – AB2 -Special Egg Sandwich -250ml Minute Maid		
40	Pax	Day 9 Regular AM Snacks  Set MA2 – AB3 -Special Jumbo Siopao -330ml Mineral Water		
40	Pax	Day 9 Special Packed Lunch  Set MF7 – AB3 -Pork Bistig -Garlic Chicken -Banana/Pastries -1 Cup Rice -330ml Mineral Water	10 days upon issuance of DOC and NTP	On-site
40	Pax	Day 9 Regular PM Snacks  Set MA10 – AB2 -Pancit Canton with 2pcs Kutsinta -250ml Minute Maid		
40	Pax	Day 10 Regular AM Snacks  Set MA8 – AB1 -Special Cheese Burger Sandwich with Fries -230ml C2 Solo		
40	Pax	Day 10 Special Packed Lunch  Set MF1 – AB3 -Pork Adobo -3pcs Fish Fillet -Banana/Pastries -1 Cup Rice -330ml Mineral Water		
40	Pax	Day 10 Regular PM Snacks		

		Set MA9 – AB3 -Pancit Guisado with 1 Puto Pao -330ml Mineral Water		
40	Pax	Day 11 Regular AM Snacks  Set MA7 – AB3 -Special Egg Sandwich -330ml Mineral Water		
40	Pax	Day 11 Special Packed Lunch  Set MF3 – AB3 -Chicken BBQ -1 cup Seafood Chopsuey -Banana/Pastries -1 Cup Rice -330ml Mineral Water		
40	Pax	Day 11 Regular PM Snacks  Set MA6 – AB2 -Special Ham Sandwich -250ml Minute Maid	10 days upon issuance of DOC and NTP	On-site
40	Pax	Day 12 Regular AM Snacks  Set MA3 – AB3 -Big Size Special Ensaymada -330ml Mineral Water		
40	Pax	Day 12 Special Packed Lunch  Set MF10 – AB3 -Fried Chicken -1/3 cup Creamy/Buttered Vegetables -Banana/Pastries -1 Cup Rice -330ml Mineral Water		
40	Pax	Day 12 Regular PM Snacks  Set MA12 – AB2 -Special Baked Mac with Garlic Bread -250ml Minute Maid		

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 *10 days upon issuance of DOC and NTP*.
  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 and quality 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 by:

  
**Mari Antonette G. Quizon**  
*Administrative Officer II*

Approved by:

  
**Ma. Lourdes Carmella Jade D. Pangilinan**  
*City Tourism and Investment Promotion Officer*

<b>CONFORME:</b>
_____ 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.*