



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 8th Convention of Partners in Civil Registration for 2024 in the City of San Fernando, Pampanga**
Location of the Project : **City Civil Registry Office**

Company Name _____ Date : **Oct 15, 2024**
PR No. : **2024-10-01953**
Address _____

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, October 22, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga.**

Canvassed by: _____ Approved by: _____

Lorraine Kate M. Escoto 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	130	pax	AM Snacks Set MB1 Big size Cheese Burger with TLC			
2	130	pax	Lunch Set MF8 Chicken Asado with 3 pcs Lumpiang Shanghai Banana/pastries 1 cup rice			
3	130	pax	PM Snacks MC1 Pancit Palabok with Chicken Sandwich			
4	6	container(s)	Purified Drinking Water (5 gallons/container)			
5	130	can(s)	Coke in can 330ml			
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 8TH CONVENTION OF PARTNERS IN CIVIL REGISTRATION IN THE CITY OF SAN FERNANDO, PAMPANGA.

I.BACKGROUND

The City Civil Registry Office of the City Government of San Fernando (P) defines civil registration as the continuous, permanent and compulsory recording of vital events occurring in the life of an individual such as birth, marriage and death, as well as all court decrees, and legal instruments affecting his civil status in appropriate registers as mandated by Act No. 3753, the Civil Registry Law of the Republic of the Philippines.

It is a fundamental responsibility carried out by the states through its citizens and qualified authorities whose collective reports become official records from which important milestones in person's life is documented.

The Civil Registry Office aims to conduct Mobile Civil Registration Outreach Program (MCROP) to schools and barangays to bring awareness about the importance of civil registration and encourage the locals to "get in the picture".

On the other note, to keep our partners abreast with the current issues and important laws surrounding the civil registration process, a yearly CSFP Convention of Partners in Civil Registration which will be held wherein different stakeholders from hospitals, funeral parlors, religious entities, barangay officials and secretaries, traditional midwives, registered midwives, cemetery administrators and members of CSFP judiciary are encouraged to attend in this event.

II.BUDGETARY REQUIREMENT

The budgetary requirement for the Supply and Delivery of **MEALS TO BE SERVED DURING THE 8TH CONVENTION OF PARTNERS IN CIVIL REGISTRATION IN THE CITY OF SAN FERNANDO, PAMPANGA** is included in the **PPMP with the Ref. No. 2024-816** which is in the amount of **SEVENTY SIX THOUSAND NINETY FIVE PESOS (=P= 76,095.00)**

III.OBJECTIVES

1. To promulgate universal civil registration.
2. To capture an accurate , complete and timely vital statistics.
3. To provide legal documents to all individuals that will aid in claiming identity and ensuring rights.

IV. TERMS AND CONDITION

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
130	pax	A.M. Snacks SET MB1 Big Size Cheeseburger with TLC	November 12, 2024	Mini Convention Center, Heroes Hall- City of San Fernando, Pampanga
130	pax	LUNCH SET MF8 Chicken Asado with 3 pcs Lumpiang Shanghai Banana 1 cup rice		
130	pax	P.M. Snacks SET MC1 Pancit Palabok with Chicken Sandwich		
6	container	Purified Drinking Water (5 gallons/container)		
130	cans	Coke in can (330ml)		

NOTE: May we request/borrow for Two (2) Units of Water Dispenser & Glasses.

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 of 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.

- a. Delivery/ Implementation period
 1. Strictly observe the “No Purchase Order (PO)/ Contracts, No Delivery” Policy and comply with the delivery period.
 2. During the delivery, strictly follow the provisions enumerated in the Terms and Condition of the PO/ Contract including the Delivery Schedule, Penalty, among others.
 3. 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.
 4. Coordination with the supplier/ contractor shall be the function of the CGSO- PMD as its mandate.
 5. 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.

- b. 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 SERVICE PROVIDER AND THE CITY GOVERNMENT

The deliverables of the supplier/contractor shall be as follows:

- Provide the quantity of meals being required by the project/ program; and
- Strictly follow the specifications and timely provision of requirements based on the delivery schedule.
- Good quality, safe, wholesome and nutritious meals, snacks and beverages in compliance with requirements of all food safety standards

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:



Patrick Gerald A. Mendoza
Procurement Officer

Approved by:



RIMANDO E. UMALI
City Civil Registrar

CONFORME:

Signature over Printer Name

Date

Note: This 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.