



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 Faculty In-Service Training of the City College of San Fernando, Pampanga**
Location of the Project : **City College of San Fernando, Pampanga**

Company Name _____ Date : **Oct 16, 2024**
PR No. : **2024-10-01954**
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 23, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Rachelle M. Pangilinan


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
Day 1 - Developing Creative and Thinking Skills Seminar						
1	75	pax	AM Snacks Set MA6 Special Ham Sandwich			
2	75	pc(s)	250 ml Minute Maid (tetrapack)			
3	75	pax	Lunch Set ME2 Beef Caldereta Mixed Vegetable Banana / Pastries 1 cup Rice			
4	75	pc(s)	Bottled Water			
5	75	pax	PM Snacks Set MA13 Lomi with 2pcs. Putong Puti			
6	75	pc(s)	250 ml Minute Maid (tetrapack)			
Day 2 - AI in the Classroom and IT Skills						
7	75	pax	AM Snacks Set MA12 Special Baked Mac with Garlic Bread			
8	75	pc(s)	250 ml Minute Maid (tetrapack)			
9	75	pax	Lunch Set ME6 Chicken Terriyaki Chopsuey Banana / Pastries 1 cup Rice			
10	75	pc(s)	Bottled Water			



Republic of the Philippines

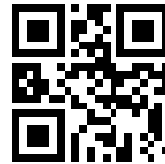
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Location of the Project : **City College of San Fernando, Pampanga**

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
11	75	pax	PM Snacks Set MA8 Special Cheese Burger Sandwich with Fries			
12	75	pc(s)	250 ml Minute Maid (tetrapack)			
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 FACULTY IN-SERVICE TRAINING OF THE CITY COLLEGE OF SAN FERNANDO PAMPANGA

I. BACKGROUND

Training, as defined by Mango (2024), involves providing instruction or information to employees to enhance their performance or knowledge in a specific task. It is a means of facilitating the acquisition of new skills and knowledge, thereby preparing individuals for future challenges.

In the academic realm, such training is often referred to as In-Service Training (INSET) for teachers. INSET comprises a series of activities designed to enrich teachers' knowledge, improve their skills, and broaden their professional approaches (Koellner & Greenblatt, 2018). These activities may take the form of workshops, conferences, staff meetings, and more.

Therefore, training is vital for educators as it enables them to identify and address learning gaps in students, aligning instruction with course outcomes and learning competencies. Additionally, it empowers faculty members with both theoretical insights and practical strategies for unlocking students' full potential.

However, providing training without a clear understanding of priority needs may result in inefficiencies or neglect of essential areas. Consequently, it is crucial to ensure that seminars and workshops are tailored to meet the specific needs of faculty members.

Recently, through the efforts and initiatives of the Office of the Vice President for Academic Affairs and International Engagements, a research study is conducted aiming to provide a framework for identifying the requisite trainings and seminars for faculty members for the upcoming academic year 2024-2025.

With reference to the trainings and seminars needed by the faculty, based on the results, there is a strong consensus on the importance of **critical thinking skills**, methodology in teaching, and curriculum enrichment for training and development. Moreover, other seminars listed by the participants are exploring the new modes of learning delivery like **artificial intelligence in the classrooms and enhancing IT Skills**. Thus, it would be beneficial for the institution to prioritize resources and efforts towards enhancing these areas.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Meals to be served during the Faculty In-Service Training of the City College of San Fernando Pampanga is included in the **PPMP with Ref No. 2024-2860** and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **SIXTY-SEVEN THOUSAND NINE HUNDRED FIFTY PESOS ONLY (PHP 67,950.00)**.

III. OBJECTIVES

The objectives of the Supply and Delivery of Meals to be served during the Faculty In-Service Training of the City College of San Fernando Pampanga are as follows:

- a. Critical and Creative Thinking Skills Development;
- b. Artificial Intelligence in the classrooms; and
- c. Enhancing IT Skills

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
Day 1 - Developing Creative and Thinking Skills Seminar				
75	pax	AM Snacks Set MA6 Special Ham Sandwich	October – December 2024	City College of San Fernando Pampanga, Del Rosario, CSFP
75	pc(s)	250 ml Minute Maid (tetrapack)	October – December 2024	City College of San Fernando Pampanga, Del Rosario, CSFP
75	pax	Lunch Set ME2 Beef Caldereta Mixed Vegetable Banana / Pastries 1 cup Rice	October – December 2024	City College of San Fernando Pampanga, Del Rosario, CSFP
75	pc(s)	Bottled Water	October – December 2024	City College of San Fernando Pampanga, Del Rosario, CSFP
75	pax	PM Snacks Set MA13 Lomi with 2pcs. Putong Puti	October – December 2024	City College of San Fernando Pampanga, Del Rosario, CSFP
75	pc(s)	250 ml Minute Maid (tetrapack)	October – December 2024	City College of San Fernando Pampanga, Del Rosario, CSFP
Day 2 - AI in the Classroom and IT Skills				
75	pax	AM Snacks Set MA12 Special Baked Mac with Garlic Bread	October – December 2024	City College of San Fernando Pampanga, Del Rosario, CSFP
75	pc(s)	250 ml Minute Maid (tetrapack)	October – December 2024	City College of San Fernando Pampanga, Del Rosario, CSFP
75	pax	Lunch Set ME6 Chicken Terriyaki Chopsuey Banana / Pastries 1 cup Rice	October – December 2024	City College of San Fernando Pampanga, Del Rosario, CSFP

75	pc(s)	Bottled Water	October – December 2024	City College of San Fernando Pampanga, Del Rosario, CSFP
75	pax	PM Snacks Set MA8 Special Cheese Burger Sandwich with Fries	October – December 2024	City College of San Fernando Pampanga, Del Rosario, CSFP
75	pc(s)	250 ml Minute Maid (tetrapack)	October – December 2024	City College of San Fernando Pampanga, Del Rosario, 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/ 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 Period shall be October – 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 one (1) delivery receipt, and submit immediately to the Inspector or CGSO- PSMD together with two (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;
- b. Provide the menu and of quality as requested by the end user; and
- c. 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:


DR. MELANIE V. BRIONES
Vice President for Academic Affairs

Approved by:


ATTY. GLORIA J. VICTORIA-BAÑAS, DPA, CPA, CESO V
College Administrator/President

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.