



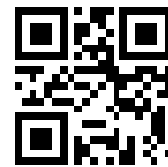
Republic of the Philippines  
Province of Pampanga

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 Grocery Goods to be given during the Kalingang Handog Sa Batang Fernandino 2024 in the City of San Fernando, Pampanga**  
Location of the Project : **City Social Welfare and Development Office**

Company Name \_\_\_\_\_ Date : **Oct 22, 2024**  
PR No. : **2024-10-01978**  
Address \_\_\_\_\_

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, October 28, 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	250	pax	POWDERED MILK DRINK 300g - pack of 2			
2	250	pax	Bread Sticks 20g 10packs			
3	250	pax	Malt Milk Drink 600g			
4	250	pax	1kg Filipino Style Spaghetti Sauce + 800g Spaghetti			
5	250	pax	Chocolate crunch 265g			
6	250	pax	Wafer Rolls 360g			
7	250	pax	Red Ecobag (LARGE)			
<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 GROCERY GOODS TO BE GIVEN DURING THE KALINGANG HANDOG SA BATANG FERNANDINO 2024 IN THE CITY OF SAN FERNANDO, PAMPANGA**

#### **I.BACKGROUND**

The Local Council for the Protection of Children (LCPC) as a local and community-based institution can be valuable and strategic mechanisms for the efficient and effective implementation of policies, programs, and projects on all the major areas of concern for children, thus, guidance and support must be provided to all stakeholders so that LCPCs can be strengthened, and their full potential can be harnessed.

The Department of Interior and Local Government thru its Memorandum Circular 2021-039 mandates all LCPC to conduct advocacy activities on the promotion and protection of the rights and welfare of children including the development of information, education, and advocacy materials. LCPC are also mandated to conduct capability-building activities for all stakeholders on children including in the barangay level.

The Kalingang Handog sa Batang Fernandino is a project to Fernandino Children who also belong to the vulnerable and marginalized sector in order to fulfill their rights to protection, development, survival and participation. This is also the strategy and preventive measures of the city government to minimize or eradicate the street activities of children during holiday season. This activity will also give opportunity for other private partners and other people's organization to collaborate with the city government with this endeavor.

#### **II. BUDGETARY REQUIREMENT**

The Budgetary Requirement for the Supply and Delivery of Grocery Goods to be given during the Kalingang Handog sa Batang Fernandino 2024 in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2024 – 2160 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **THREE HUNDRED SIXTY-NINE THOUSAND FIVE HUNDRED PESOS (PHP 369,500.00)**.

#### **III.OBJECTIVES**

The objectives of the Supply and Delivery of Grocery Goods to be given during the Kalingang Handog sa Batang Fernandino 2024 in the City of San Fernando, Pampanga are as follows:

1. To ensure that the grocery goods are served during the Kalingang Handog sa Batang Fernandino 2024 in the City of San Fernando, Pampanga to be conducted in a conducive place;
2. To ensure continuous efficiency and active participation of the members in carrying out their duties and responsibilities in sustaining their organization.
3. To ensure that the children will have a venue or platform to express themselves and facilitate planning for the next year's activity for them and Fernandino children.

#### 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
- b.

Session No.	Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
1	250	Pax	Red Ecobag (Large)	2024	CGSO Central Storage
2	250	Pax	Wafer Rolls 360g		
3	250	Pax	Choco crunch 265g		
4	250	Pax	1kg Filipino Style Spaghetti Sauce + 800g Spaghetti		
5	250	Pax	Malt Drink 600g		
6	250	Pax	20g x 10 packs		
7	250	Pax	Powdered Milk Drink 300g – pack of 2		

#### c. 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.

#### d. 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 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.

e. 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 the grocery goods 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.

Terms of Reference

Supply and Delivery of Grocery Goods to be given during the Kalingang Handog sa Batang Fernandino 2024 in the City of San Fernando, Pampanga.

Prepared by:

  
**BENNIE DOMINIQUE G. GUINTO**  
Social Welfare Assistant

Approved by:

  
**CANNETH C. MANGALUS, RSW**  
Acting CSWD Officer, End-user *MB*

<b>CONFORME:</b>
_____ Signature over Printed Name
_____ Date

*zNote: 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.*