



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 trainings of the Barangay Peacekeeping Action Teams (BPATS) in relation to Capability Enhancement for Force Multipliers (Conduct Training and Skill Enhancement to BPATs (Brgy. Tanod) and Force Multipliers) in the City of San Fernando, Pampanga for the year 2024 subject to Ordering Agreement**

Location of the Project : **Philippine National Police**

Company Name _____ Date : **Oct 29, 2024**
PR No. : **2024-10-02029**
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, November 4, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Camille C. Mendiola


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
AM Snacks						
1	624	pax	Set MD10-AB2 --Fried Chicken, Banana/pastries, 1 cup Rice, 250ml minute maid			
PM Snacks						
2	600	pax	Set MD8-AB3 --Chicken Asado, Banana/pastries, 1 cup rice, 330ml mineral water			
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 TRAININGS OF THE BARANGAY PEACEKEEPING ACTION TEAMS (BPATS) IN RELATION TO CAPABILITY ENHANCEMENT FOR FORCE MULTIPLIERS (CONDUCT TRAINING AND SKILL ENHANCEMENT TO BPATS (BRGY. TANOD) AND FORCE MULTIPLIERS) IN THE CITY OF SAN FERNANDO, PAMPANGA FOR THE YEAR 2024 SUBJECT TO ORDERING AGREEMENT

I.BACKGROUND

Pursuant to R.A. No. 7160 otherwise known as the Local Government Code of 1991 particularly Section 444(b)(1) provides that the Chief Executive shall exercise general supervision and control over all programs, projects, services, and activities of the local government.

The City of San Fernando Police Station aims on strengthening the knowledge, skills and abilities of every Barangay Tanods in the whole city. They are being appointed by the Barangay Captains based on their credibility, attitude and good reputation in the community. Unfortunately, given their willingness to serve, they lack proper knowledge and skills in handling different circumstances or situation which might transpire in their respective AOR. Withi this, it is a must that the Barangay Tanods must be well-equipped with skills and abilities and must be oriented of the Local Government Code, Barangay Justice System and the Katarungang Pambarangay to help us in achieving the high standard of performance and also for them to be more effective in performing their duties and responsibilities. The PNP San Fernando prioritizes the auxiliaries/force multipliers from the barangays to achieve its mandated task to serve and protect through efficiency, integrity, honor and justice.

To address the problem, the PNP San Fernando will conduct several BPATS Training Seminar to the different barangays with the support of the DILG and LGU . The city government has allocated funds for the BPATS Training Seminar for them to effectively perform their duties and provide improved services to the constituents of every barangays.

II.BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Meals to be served during the trainings of the Barangay Peacekeeping Action Teams (BPATS) in relation to Capability Enhancement for Force Multipliers (Conduct Training and Skill Enhancement to BPATS (Brgy. Tanod) and Force Multipliers) in the City of San Fernando, Pampanga for the year 2024 subject to Ordering Agreement is included in the PPMP with Ref. No. **2024-3132** and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **ONE HUNDRED NINETY-NINE THOUSAND FIVE HUNDRED TWELVE PESOS (P 199,512.00)**.

III. OBJECTIVES

The objectives of the Supply and Delivery of Meals to be served during the trainings of the Barangay Peacekeeping Action Teams (BPATS) in relation to Capability Enhancement for Force Multipliers (Conduct Training and Skill Enhancement to BPATs (Brgy. Tanod) and Force Multipliers) in the City of San Fernando, Pampanga for the year 2024 subject to Ordering Agreement:

1. To educate the BPATs on their roles and responsibilities in governance, equip them with skills on arrest and seizure, and inform them of the provisions of “Katarungang Pambarangay” or the Barangay Justice System, a justice system peculiar to the city. The BPATS Training Seminar will serve as a tool to perform the duties and responsibilities of Barangay PeaceKeeping Action Teams/Barangay Tanods;
2. To help reduce criminality in their respective barangays, and in turn trickle to the city and hopefully nationwide, the most important thing is that they need to do is to educate people in their community on how to become a good citizen. They should also lead by example for the future generation to emulate and for them to pass it on to the next;
3. To gain the trust and confidence of the Fernandinos with regards to Peace and Order matters; and
4. To have an empowered, disciplined and well-equipped members of BPATs .

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
624	PACKS	AM SNACKS 48pax x 163 pesos x13 sessions	10 days upon issuance of PO and NTP	Various Barangays in the City of San Fernando, Pampanga
600	PACKS	PM SNACKS 50pax x163 pesos x12 sessions		

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 Delivery Order Contract and 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 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 of melas 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 :


PMSG RICHMER M SANTOS
 Procurement Officer

Approved by:


PLTCOL ROY AUGUSTUS F CALULOT
 Chief of Police

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.

