



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 various Meetings/Activities of the Cooperative Development Council for the year 2024 in the City of San Fernando, Pampanga subject to Ordering Agreement**

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

Company Name

Date : **Oct 30, 2024**

PR No. : **2024-10-02058**

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:

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
<b>Quarterly Meetings of the CCDC</b>						
1	60	pax	Special Packed Meals Set MF4 – AB3 -Chicken Terriyaki -3pcs Spring Rolls/Lumpiang Shanghai -Banana/Pastries -1 Cup Rice -330ml Mineral Water			
2	60	pax	Special Packed Meals Set MF1 – AB3 -Pork Adobo -3pcs Fish Fillet -Banana/Pastries -1 Cup Rice -330ml Mineral Water			
<b>Organizing and Monitoring of Newly Created Cooperatives</b>						
3	60	pax	Regular AM Snacks Set MA8 – AB1 -Special Cheese Burger Sandwich with Fries -230ml C2 Solo			
4	60	pax	Regular Packed Lunch Set MD6 – AB3 -Chicken Caldereta -Banana/Pastries -1 Cup Rice -330ml Mineral Water			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
5	60	pax	Regular PM Snacks  Set MA9 – AB3 -Pancit Guisado with 1 Puto Pao -330ml Mineral Water			
<b>Year-End Assessment of the Cooperative Development Council</b>						
6	150	pax	Buffet B  Set BB2 -Pot Roast Beef -Sizzling Golden Chicken with Bean, Carrots and Fries -Fish Fillet in Tartar Sauce -Rice -Banana -Drinks			
<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 MEALS TO BE SERVED DURING THE VARIOUS MEETINGS/ACTIVITIES OF THE COOPERATIVE DEVELOPMENT COUNCIL IN THE CITY OF SAN FERNANDO, PAMPANGA FOR THE YEAR 2024 SUBJECT TO ORDERING AGREEMENT

#### I. BACKGROUND

Cooperatives allow people to take control of their economic future and, because they are not owned by shareholders, the economic and social benefits of their activity stay in the communities where they are established. Profits generated are either reinvested in the enterprise or returned to the members. With proper monitoring and support of the government, cooperatives can contribute to rapid economic growth because of the power of cooperatives to mobilize savings and capital which can serve as inputs in the production of goods and services of the less privileged members of the society.

Under the Article 2, Chapter 2 of Republic Act No. 9520, an act amending the Cooperative Code of the Philippines to be known as the "Philippine Cooperative Code of 2008", states that "it is a declared policy of the State to foster the creation and growth of cooperatives as a practical vehicle for promoting self-reliance and harnessing people towards the attainment of economic development and social justice. The state shall encourage the private sector to undertake the actual formation and organization of cooperatives and shall create an atmosphere that is conducive to the growth and development of cooperatives.

The City of San Fernando, Pampanga has an existing and active 33 cooperatives in which the city recognizes the need to organize them for a coordinated LGU-Private Sector partnership in promoting and implementing various cooperative programs, projects and activities.

#### II. BUDGETARY REQUIREMENT

Supply and Delivery of Meals to be served during the Various Meetings/Activities of the Cooperative Development Council in the City of San Fernando, Pampanga for the year 2024 subject to Ordering Agreement is included in the PPMP with **Ref. No. 2024-3008** and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **ONE HUNDRED ELEVEN THOUSAND NINE HUNDRED PESOS (111,900.00)**.

#### III. OBJECTIVES

The objectives of the Supply and Delivery of Meals to be served during the Various Meetings/Activities of the Cooperative Development Council in the City of San Fernando, Pampanga for the year 2024 subject to Ordering Agreement are as follows:

1. To foster unity and camaraderie among cooperatives within the City thru discussion of relevant issues and discussion of various problems of affected cooperatives that will help in establishing strong and economically viable enterprises.
2. To contribute to poverty reduction in the city by providing employment, livelihood and a wide variety of services.

#### 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>Quarterly Meetings of the CCDC</b>				
60	Pax	Special Packed Meals  Set MF4 – AB3 -Chicken Terriyaki -3pcs Spring Rolls/Lumpiang Shanghai -Banana/Pastries -1 Cup Rice -330ml Mineral Water	10 days upon issuance of DOC and NTP	On-site
60	pax	Special Packed Meals  Set MF1 – AB3 -Pork Adobo -3pcs Fish Fillet -Banana/Pastries -1 Cup Rice -330ml Mineral Water		
<b>Organizing and Monitoring of Newly Created Cooperatives</b>				
60	Pax	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
60	Pax	Regular Packed Lunch  Set MD6 – AB3 -Chicken Caldereta -Banana/Pastries -1 Cup Rice -330ml Mineral Water		
60	Pax	Regular PM Snacks  Set MA9 – AB3 -Pancit Guisado with 1 Puto Pao -330ml Mineral Water		
<b>Year-End Assessment of the Cooperative Development Council</b>				
150	Pax	Buffet B  Set BB2 -Pot Roast Beef -Sizzling Golden Chicken with Bean, Carrots and Fries -Fish Fillet in Tartar Sauce -Rice -Banana -Drinks	10 days upon issuance of DOC and NTP	On-site

		<i>Note: Including tablecloth, seat covers, and center piece</i>		
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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*

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.*