



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 Program Review cum Annual Assessment 2024 in the City of San Fernando, Pampanga**
Location of the Project : **City Social Welfare and Development Office**

Company Name
Date : **Nov 4, 2024**
PR No. : **2024-10-02087**

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 11, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga.**

Canvassed by: **Jannelle D.A. Tungcab**
Approved by: **Engr. Michael N. Quizon, Jr.**
(Signature)
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
Lunch Buffet						
1	124	pax	Set BD1 --Roast Beef w/ Mashed Potato in Mushroom Sauce, Chicken Galantine w/ Cocktail Dressing, Grilled Baby, Backribs in Pineapple Bbq Sauce, Fish Fillet in Thai Sauce, Buttered Vegetables, Steamed Pandan Rice, Buko, Fruit Salad/ Fresh Fruits / Leche Flan, Lemon Iced Tea			
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 FOR PROGRAM REVIEW CUM ANNUAL ASSESSMENT IN THE CITY OF SAN FERNANDO, PAMPANGA

I.BACKGROUND

The enactment of Republic Act 9165, also known as "The Comprehensive Dangerous Drugs Act of 2002" concretizes government's commitment to address the problem of substance abuse among out-of-school youth (OSY) and street children. A significant feature of the law is the establishment of Special Drug Education Centers (SDEC) in all provinces as articulated in the Dangerous Drugs Board (DDB) Regulation No.1, Series of 2003.

The Department of Social Welfare, in fulfillment of its mandate and commitment stipulated under Department's Roles and Responsibilities in Section VIII of said DDB Regulation, has formulated the following standards for quality assurance in the delivery of programs and services. These standards are grouped into major work areas and should be viewed as interdependent with one another - a deficiency in one may affect the overall quality of service delivery. The set of standards is a necessary condition for the effective delivery of preventive and developmental services for the out-of-school youth and street children.

The City of San Fernando is very optimistic in addressing the uprising problem in the community. Through the City Social Welfare and Development Office (CSWD) the continuous advocacy of the city will be carried out thru various services that will enable this young people to maximize their potentials and actualize their duties. This can be supported on the Community Drug Abuse Rehabilitation Program which was initiated by the city. Such program has provision to implement community-based intervention among substance users using the four (4) dimensions; Physical and medical Dimension, Psychosocial, Spiritual and Vocational and Educational Dimension. This is in response to the mandate of Dangerous Drugs Board Regulation No.4 Series of 2016.

Whereas, In accordance to Article IV, Section 46 of Republic Act No. 9165 known as Comprehensive Dangerous Drugs Act of 2002 states the establishment of Special Drug Education Center (SDEC) where drug prevention programs and activities be conducted for Out of School, Youth and street children.

The SDEC is a community-based facility which serves as a venue in promoting preventive and developmental services for the out of school youth, street children and for outpatient youth reformist. This aims to enable them to cope with the challenges of adolescence particularly their vulnerability to drug and substance abuse. It imparts the value of community and imbibes leadership skills by teaching them to serve as positive role models in rejecting the lure of drugs and in leading healthy and productive lives.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Meals to be served during the **PROGRAM REVIEW CUM ANNUAL ASSESSMENT** in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2024- 3113 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount Sixty-five thousand four hundred seventy-two (P65,472.00.00).

III.OBJECTIVES

The objectives of the Supply and Delivery of Meals to be served during the **PROGRAM REVIEW CUM ANNUAL ASSESSMENT IN THE CITY OF SAN FERNANDO, PAMPANGA:**

To establish Special Drug Education Center which shall promote Community-Based programs for drug abuse prevention, with the end in view of educating the OSY, street children as well as other substance users regarding the pernicious effects of drug abuse, thereby contributing their total development as self- reliant and socially responsible member in the society.

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

Item No.	Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
1	124	pax	Set BD1 --Roast Beef w/ Mashed Potato in Mushroom Sauce, Chicken Galantine w/ Cocktail Dressing, Grilled Baby, Backribs in Pineapple Bbq sauce, Fish Fillet in Thai Sauce, Buttered Vegetables, Steamed Pandan Rice, Buko, Fruit Salad/ Fresh Fruits/ Leche Flan, Lemon Iced Tea	December 2024	On-site

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 confirmed 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 on October to 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 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 Meals being required by the project/ program; and
- b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.

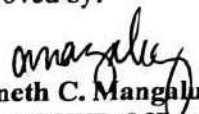
The deliverables of the City Government shall be as follows:

- 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:


Marjorie Y. Garcia, RSW
 Social Welfare Officer I

Approved by:


Canneth C. Mangalus RSW
 Acting CSWD 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.