



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 Bench Marking Activity of the City Public Employment Services Office for 2024 in the City of San Fernando, Pampanga**

Location of the Project : **City Public Employment Services Office**

Company Name _____ Date : **Nov 7, 2024**
PR No. : **2024-10-02162**
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:

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
AM Snacks						
1	120	pax	AB3 330ml Mineral Water			
2	60	pax	MB19 4 big size Turon and Gandus			
3	60	pax	MB8 1 cup Goto with Tokwa't Baboy			
4	60	pax	MB6 1 cup Carbonara with garlic bread			
Lunch						
5	60	pax	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 Lemon Iced Tea			
PM Snacks						
6	60	pax	MC1 1 cup Pancit Palabok with Chicken Sandwich			
7	60	pax	MC9 Lasagna with 4pcs Garlic Bread			
8	60	pax	MB15 1 cup Sinantan with 2pcs Inangit			
9	120	pax	AB4 300ml Coke Mismo			
Total Amount:						



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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 THE BENCHMARKING ACTIVITY OF THE PUBLIC EMPLOYMENT SERVICE FOR THE YEAR 2024

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.

In the City Government of San Fernando, Pampanga, the City Employment Service Division (CESD) also known as Public Employment Service Office (PESO) is one of the divisions under the City Administrator's Office. The creation of the City Employment Service Division (CESD) under the City Ordinance 2009-016 is a non-fee charging multi-dimensional employment service facility or entity established in all Local Government Units (LGUs) in coordination with the Department of Labor and Employment (DOLE) pursuant to R.A. No. 8759 or the PESO Act of 1999 as amended by R.A. No. 10691. The CESD/PESO will conduct the Benchmarking Activity.

II.BUDGETARY REQUIREMENT

The budgetary requirement for the Supply and Delivery of Meals to be served for the Benchmarking Activity of the City Public Employment Service Office in the City of San Fernando, Pampanga of the City Public Employment Service Office in the City of San Fernando, Pampanga is included in the PPMP with the Ref. No. **2024-3272** and already included in the Annual Investment Plan (AIP) of the City Government, which is in the amount of **ONE HUNDRED TWO THOUSAND ONE HUNDRED TWENTY PESOS (P102,120.00)**

III. OBJECTIVES

The objectives of the Supply and Delivery of Meals to be served for the Benchmarking Activity of the City Public Employment Service Office in the City of San Fernando, Pampanga are as follows:

1. To ensure that meals are served during the activity considering that it is a policy of the City Government that provision of meals is allowed if the duration of the meeting is more than four (4) hours; and
2. To ensure the continuous efficiency and active participation of the employer's, guest and working group.
3. To provide customer satisfaction

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
120	pax	330ml Mineral Water	November 2024	Executive Building, Heroes Hall, CSFP
60	pax	4 big size Turon and Gandus		
60	pax	1 cup Goto with Tokwa't Baboy		
60	pax	1 cup Carbonara with garlic bread		
60	pax	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		
		Lemon Iced Tea		
60	pax	1 cup Pancit Palabok with Chicken Sandwhich		
60	pax	Lasagna with 4pcs Garlic Bread		
60	pax	1 cup Sinantan with 2pcs Inangit		
120	pax	300ml Coke Mismo		

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 transaction 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.

b. Delivery/ Implementation period

1. Strictly observe the “No Purchase Order (PO)/ Delivery Order Contract (DOC), No Delivery” Policy and comply with the delivery period.
2. The Delivery Period shall be, November 2024 and the contract shall end by the end of November 2024. By the end of the contract, the end- user can no longer prepare DOC will be issued for the purpose.
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.

c. 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 materials needed/ 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 the delivery.
- b. End- user shall monitor the delivery.
- c. The Procurement Officer shall assist in the monitoring and on- time payment of the supplier/ contractor.
- 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:


JEHANNE ANGELICA S. TIAMZON
Youth Development Assistant / End- user

Approved by:


MARY ANN C. BILIWANG
Acting CPESO Manager

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.