



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 Orientation and Awarding of "GO NEGRO KABUHAYAN PACKAGE" - Orientation on Project Accountability and Management of Livelihood Projects (Clustering of Target Barangays) in the City of San Fernando, Pampanga**

Location of the Project : **City Administrator's Office**

Company Name

Address

Date : **Nov 5, 2024**

PR No. : **2024-11-02109**

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
1	450	pack(s)	Regular Snacks SET MA12-AB4 Special Baked Mac with Garlic Bread			
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 Regular Snacks to be served during the Orientation and Awarding of "GO NEGRO KABUHAYAN PACKAGE" - Orientation on Project Accountability and Management of Livelihood Projects (Clustering of Target Barangays) in the City of San Fernando, Pampanga.

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.

II.BUDGETARY REQUIREMENT

“ EGANA GANA KAYABE KARENG GANG PROGRAMA NANU YAMAN ING KASARIAN AT KABILYAN KENG BIE” a slogan whom Mayor Vilma B. Caluag always stresses and reflected to her 10-point agenda.

Livelihood Program is agenda #8 aims to uplift the living condition of Fenrnadino’s especially the vulnerable members of the communities. Different agencies from Local to Provincial levels joined efforts to reach out to those existing projects’ beneficiaries and encourages other groups and individuals to identify livelihood programs that will help meet their basic daily requirements

On this note, the GO-NEGRO KABUHAYAN PACKAGE is being reactivated to realize the objective of agenda #8. This package is aligned with Republic Act (RA) No. 107644 or the Go Negosyo Act which seeks to strengthen micro, small and medium enterprises (MSMEs) to create more job opportunities in the country.

The Budgetary Requirement for the Supply and Delivery of meals to be served during the Orientation and Awarding of "GO NEGRO KABUHAYAN PACKAGE" - Orientation on Project Accountability and Management of Livelihood Projects (Clustering of Target Barangays) in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2024- 3303 of the City Government, which is in the amount of **SIXTY SEVEN THOUSND FIVE HUNDRED PESOS ONLY (P 67,500.00)**.

III. OBJECTIVES

1. Facilitate skills trainings needed in partnership with other Government agencies concerned.
2. Facilitate technical assistance/coordination to qualified projects such as technology transfer, production and management training programs and marketing to develop them into Micro, Small Medium Enterprises (MSMEs) and facilitate more job opportunities for different sectors.
3. Coordinate with concerned agencies for the marketing and networking of their livelihood products and inclusion in the Negosyo Center being supervised by the Investment Promotion Office (IPO).
4. Facilitate regular monitoring and assessment on the status of all livelihood projects beneficiaries for timely program intervention.

SOURCE OF FUNDS: SPA-GAD LIVELIHOOD TRAINING AND ASSISTANCE 300-2-1-16-0016-044

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
450	pax	Regular Snacks SET MA12-AB4 Special Baked Mac with Garlic Bread	November 19, 2024	Heroes Hall, CSFP

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 conform 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 to supply the requirements upon issuance of DOC.
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)/ Delivery Order Contract (DOC), No Delivery” Policy and comply with the delivery period.

2. The Delivery Date shall be on November 19, 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 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 of CGSO-PSMD.

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.

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 the month.
- 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 and submitted by:



Ms, AMALIA A. CATA CUTAN
GFPS TWG CHAIRPERSON
Procurement Officer/End-User

Approved by:



Engr. NELSON G. LINGAT City
Administrator

CONFORME: _____ Signature over Printed Name _____ Date
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Note: *This 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.*