



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 Division Schools Press Conference of the City Schools Division of San Fernando, Pampanga**  
Location of the Project : **Department of Education - City of San Fernando, Pampanga**

Company Name \_\_\_\_\_ Date : **Nov 6, 2024**  
PR No. : **2024-11-02126**  
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:

Janelle D.A. Tungcab

  
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	73	pack(s)	Day 1 AM Snack MC-6 Spaghetti with Cheese Burger			
2	73	btl(s)	Day 1 AM Snack AB3 Bottled Water 330ml			
3	73	pack(s)	Day 1 Lunch MF1 Pork or Chicken Adobo 3 pcs. Fish Fillet Banana Pastries ' 1 Cup Rice			
4	73	btl(s)	Day 1 Lunch AB4 Coke Mismo			
5	73	pack(s)	Day 1 PM Snack MA9 Pancit Guisado with Puto			
6	73	pack(s)	Day 1 PM Snack AB2 Minute Maid			
7	73	pack(s)	Day 2 AM Snacks MC7 Baked Mac with Chicken Sandwich			
8	73	btl(s)	DAy 2 Am Snacks AB1 C2 Solo			
9	73	pack(s)	Day 2 Lunch MC7 Chicken Teriyaki 3Pcs. Lumpiang Shanghai Banana Rice			
10	73	btl(s)	Day 2 Lunch AB3 Mineral Water 330ml.			
11	73	pack(s)	Day 2 PM Snack MF4 Special Cheeseburger with Fries			



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<b>Item No.</b>	<b>Qty</b>	<b>Unit</b>	<b>Item Description</b>	<b>Remarks</b>	<b>Unit Price</b>	<b>Total</b>
12	73	btl(s)	Day 2 PM Snacks AB4 Coke Mismo			
<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 Division Schools Press Conference of the City Schools Division of San Fernando, Pampanga**

#### **I. BACKGROUND / RATIONALE**

Competitions provide a myriad of opportunities for students, a platform to demonstrate students' talents, and a stepping stone to achieving greater things in life. Competitions can help a child to learn about themselves and others. The Division of the City of San Fernando shared in the commitment and continuing effort to hone the skills, talents, and abilities for the holistic development of learners by providing opportunities for students to showcase their talents and develop their values. The conduct of this activity will contribute to the achievement of the strategic direction on the provision of equitable access to inclusive and quality education through strong partnership and support to the city government advocacy which thrusts to develop our Fernandino Youth to excel in their skills and develop their good character.

Thus, there is a need to conduct the Division Festival of Talents (DFOT) to identify potential contestants for the Regional Festival of Talents (RFOT) and later represent the Region in the National Festival of Talents (NFOT) for 2024.

The National Festival of Talents (NFOT) and (RFOT) have been annual activities of the Department of Education since 2012 that allow students to showcase their talents in different fields as a result of what the students have learned from the respective subject areas.

The contests will be held from January-December 2024 and the contest will be conducted at the Division Training Center, SFES and PHS. The Central Office will issue the RFOT and NFOT contest dates and venue through memoranda. The Education Program Supervisors will monitor the activities. The date derived from the monitoring and evaluation tool will be used as a basis for the adjustment and modification of the activity at the regional level.

#### **II. METHODOLOGY**

1. Planning meetings with the members of the Technical Working Group.
2. Preparation of documents relevant to the conduct of the competition ( memoranda, letters, registration forms, score sheets, etc.)
3. Conduct preliminary screening and Division Festival of talents in different learning areas.
4. Issuance of the list of winners and conduct of intensive training in preparation for the Regional and National Festival of Talents.

#### **III. OBJECTIVES:**

1. To provide Fernandino learners with opportunities to showcase their talents and skills in the competitions.
2. Demonstrate knowledge and understanding of the concepts and skills learned in different learning areas through healthy and friendly competitions.
3. Determine contestants to represent the Division and Regional and National Festival of Talents.



#### **IV. PARTICIPANTS**

Contestants of 45 Schools in SDO-CSFP  
Teacher Coaches in different learning areas  
Education Program Supervisors  
Technical Working Group, Committees and Proctors  
Judges and Guests

#### **V. BUDGETARY REQUIREMENT**

The budgetary requirement for the Supply and Delivery of Meals to be served during the different activities of PROJECT ICAN for the first semester of the City Schools Division of City of San Fernando Pampanga is SEVENTY-THREE THOUSAND PESOS ONLY.(P73,000.00).

#### **VI. 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:

##### **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/ contractor.
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 to supply the requirements upon issuance of PO/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

## VII. TERMS AND CONDITIONS

During the procurement process and delivery/ implementation of the contract, the end-user and the supplier/ contractor shall:

### c. Specifications/ Schedule of Requirements:

Day 1 AM Snack MC-6 Spaghetti with Cheese Burger	73 pax	170.00	12,410.00
Day 1 AM Snack AB3 Bottled Water 330ml	73 pax	25.00	1,825.00
Day 1 Lunch MF1 Pork or Chicken Adobo 3 pcs. Fish Fillet Banana Pastries `1 Cup Rice	73 pax	170.00	12,410.00
Day 1 Lunch AB4 Coke Mismo	73 pax	25.00	1,825.00
Day 1 PM Snack MA9 Pancit Guisado with Puto	73pax	85.00	6,205.00
Day 1 PM Snack AB2 Minute Maid	73pax	25.00	1,825.00
Day 2 AM Snacks MC7 Baked Mac with Chicken Sandwich	73pax	170.00	12,410.00
DAy 2 Am Snacks AB1 C2 Solo	73pax	25.00	1,825.00
Day 2 Lunch MC7 Chicken Teriyaki 3Pcs. Lumpiang Shanghai Banana Rice	73 pax	170.00	12,410.00
Day 2 Lunch AB3 Mineral Water 330ml.	73 pax	25.00	1,825.00
Day 2 PM Snack MF4 Special Cheeseburger with Fries	73 pax	85.00	6,205.00
Day 2 PM Snacks AB4 Coke Mismo	73 pax	25.00	1,825.00
TOTAL			<b>Php73,000.00</b>

### d. 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. Coordination with the supplier/ contractor shall be the function of the CGSO- PMD as its mandate.
3. On-Site delivery.

### e. Inspection and Acceptance

1. On-Site Delivery- Packed Food Items.
2. The supplier/contractor shall issue a Sales Invoice.
3. The CGSO- PSMD shall prepare the corresponding Inspection and Acceptance Report/s.



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.

**VIII. DELIVERABLES BY THE SUPPLIER/ CONTRACTOR AND THE CITY GOVERNMENT**

The deliverables of the supplier/ contractor shall be as follows:

- a. Strictly follow the menu on the purchase request. based on the delivery schedule.
- b. Issue sales invoice.

The deliverables of the Schools Division Office 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:

**EUFROCINA LELANIE A. FERNANDEZ**  
Administrative Officer IV – Supply

Approved by: **LEONARDO D. ZAPANTA, EdD, CESO V**  
Schools Division Superintendent

CONFORME:

*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.*

Signature over Printed Name

Date