



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 Sangguniang Kabataan General Assembly 2024 in the City of San Fernando, Pampanga**

Location of the Project : **City Social Welfare and Development Office**

Company Name

Address

Date : **Nov 18, 2024**

PR No. : **2024-11-02227**

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 25, 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	350	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 / 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 THE SANGGUNIANG KABATAAN GENERAL ASSEMBLY 2024 IN THE CITY OF SAN FERNANDO, PAMPANGA ON DECEMBER 2024

I.BACKGROUND

The Republic Act No. 8044 otherwise known as “Youth in Nation-Building Act “support the principle of promoting and protecting the physical, moral, spiritual, intellectual, and social wellbeing of the youth to the end that the youth realize their potential for improving the quality of life. and also recognizes its responsibility to enable the youth to fulfill their vital role in nation-building and hereby establishes the National Comprehensive and Coordinated Program on Youth Development, creates the structures to complement the same and appropriate funds to provide support for the program and implementing structures on a continuing sustained basis.

The National Youth Commission, in line with its mandate as “sole policymaking coordinating body of all youth-related institutions, programs, projects and activities (PPAs) of the government” (Republic Act 8044), is the main proponent of the PYDP.

The Philippine Youth Development Plan (PYDP) 2017-2022 is a participation-focused plan, developed with the participation of various stakeholders to enable, promote, and ensure the rights and welfare of the Filipino youth. It serves as a framework for unified action among the youth and youth-serving groups, agencies and institutions to promote holistic youth participation in our society. It defines the duties, obligations and accountabilities of the national and local governments to address the economic, social, cultural, civil and political rights of the youth.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of meals to be served for the Sangguniang Kabataan General Assembly 2024 in the city of San Fernando, Pampanga is included in the PPMP with Ref. No. 2024-3001 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **TWO HUNDRED NINE THOUSAND SIX HUNDRED FIFTY PESOS (P 209,650.00)**.

III.OBJECTIVES

The objectives of the Supply and Delivery of meals to be served for the Sangguniang Kabataan General Assembly 2024 in the city of San Fernando, Pampanga as follows:

1. To ensure that meals are served during the meeting 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 continuous efficiency and active participation in carrying out their responsibilities in sustaining their organization.

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
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350	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 / Leche Flan, Lemon Iced Tea	December 13, 2024	Miniconvention, Heroes Hall, City of San Fernando, Pampanga
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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/ 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 December 13, 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.

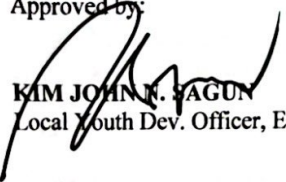
The deliverables of the City Government shall be as follows:

- 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.

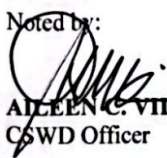
Prepared by:


JOHN PAUL E. CORREA, RSW
Youth Development Officer II

Approved by:


KIM JOHN N. SAGUN
Local Youth Dev. Officer, End-user

Noted by:


AILEEN C. VILLANUEVA, MPA
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.