



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 Federated PTA Day of the City Schools Division of San Fernando, Pampanga**

Location of the Project : **Department of Education - City of San Fernando, Pampanga**

Company Name

Address

Date : **Nov 27, 2024**

PR No. : **2024-11-02276**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, December 2, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Paolo Cesar E. Areola


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	1000	pax	BB5 Beef Mechado Special Chicken Pastel Shrimp Tempura w/ Mirin Sauce Steamed Vegetables Rice Banana Drinks			
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 during the Division Federated PTA DAY of the City Schools Division of City of San Fernando, Pampanga

I. BACKGROUND / RATIONALE

The Department of Education and the Federated Parents-Teachers Association collaborate to ensure the students' holistic development and the school community's effectiveness.

1. This assembly allows parents to discuss shared responsibilities in supporting students learnings and growth. It allows parents to be on the same page regarding the school's goals, policies, and programs;
2. Important updates regarding school policies, academic programs, extra-Curricular activities and other initiatives are shared with parents, This ensures transparency and helps parents stay informed about what is happening in the school;
3. This assembly serves as the forum where parents can address concerns, challenges, or issues affecting the school community. Working together to find solutions strengthens the school's ability to provide a better learning environment.

II. METHODOLOGY

Federated PTA Assembly is a structured, purposeful gathering aimed at building a strong partnership between the school and families for the betterment of the school environment and student success.

III. OBJECTIVES:

- Encourage open communication and build a cooperative to parents to support academic and personal development;
- To inculcate and develop a sense of pride and place among stakeholders;
- To provide team activities for the enhancement of spirit de corps and group closeness;
- To provide recreational opportunities to aid in socialization;
- To offer vigorous activities that will contribute to health and fitness;
- To give opportunities for individual achievement and recognition.

IV. BUDGETARY REQUIREMENT

The budgetary requirement for the Supply and Delivery of meals to be served during the Division Federated PTA DAY of the City Schools Division of City of San Fernando, Pampanga is **Three Hundred Thirty Thousand Pesos (Php330,000.00)** only.

V. 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:

Quantity	Item Description/ Specification	Location
1000 pax	BB5 Beef Mechado Special Chicken Pastel Shrimp Tempura w/ Mirin Sauce Steamed Vegetables Rice Banana Drinks	Kingsborough International Convention Center, City of San Fernando, Pampanga

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.

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

d. Inspection and Acceptance

1. On-Site Delivery.
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.

VI. DELIVERABLES BY THE SUPPLIER/ CONTRACTOR AND THE CITY GOVERNMENT

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

- a. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.
- b. Issue sales invoice.

The deliverables of the Schools Division Office shall be as follows:

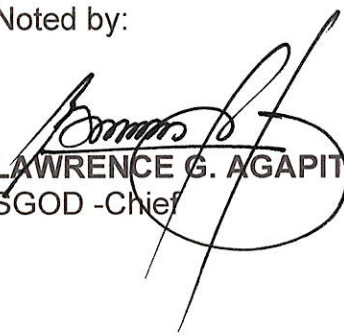
- a. On-time payment of the supplier/ contractor i.e., 15 days after the delivery.
- b. End-user shall monitor the delivery.

- 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

Noted by:


LAWRENCE G. AGAPITO, Phd
SGOD -Chief

Approved by:


LEONARDO D. ZAPANTA, EdD, CESO V
Schools Division Superintendent

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.