



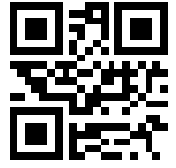
Republic of the Philippines
Province of Pampanga

City of San Fernando

Office of the Bids and Awards Committee

REQUEST FOR QUOTATION

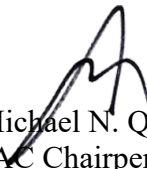
(FM-CSFP-CGSO-39; Revision No.03; 04/01/2022)



Project Title : **Supply and Delivery of Meals to be served during the 2024 Strategic Review Conference and Fellowship in the City of San Fernando, Pampanga**
Location of the Project : **City Human Resource Management Office**

Company Name _____ Date : **Dec 9, 2024**
PR No. : **2024-12-02367**
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, December 16, 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	130	pax	BA2 Steamed Rice Beef Broccoli Chicken Fillet BBQ Ribs Dessert 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 2024 STRATEGIC REVIEW CONFERENCE AND FELLOWSHIP IN THE CITY OF SAN FERNANDO, PAMPANGA

I. BACKGROUND

Section 15 of Republic Act No. 7160, also known as the Local Government Code of 1991, states that every local government unit created or recognized under the Code is a body politic and corporate endowed with powers to be exercised by it in conformity with law. As such, it shall exercise powers as a political subdivision of the national government and as a corporate entity representing the inhabitants of its territory.

The City Government is presently embarking on a new journey under the leadership of Honorable Mayor Vilma B. Caluag. Her 10-point platform of good governance, crafted based on her administration's thrusts and priorities, aims to establish a sincere, structure, reliable and honest government for all the Fernandinos. With the implementation of the Public Governance System (PGS) and the reconstitution of the Office of the Strategy Management (OSM), the City is expected to pursue and track long term strategies towards the attainment of a time-bound vision.

In this regard, the Strategy Review Conference shall serve as an avenue to present the new vision, mission, and core values of the organization, and cascade to the executive branch the strategic objectives under the Kayabe Ka Roadmap 2030. This activity will allow the participating department heads, division chiefs and focal persons to discuss and assess the existing performance vis-à-vis the city's vision.

On a lighter note, this shall also serve as an opportunity for all the participants to foster camaraderie, strengthen existing relationships and cohesiveness, improve morale and engagement, and have fun outside the office premises.

II. BUDGETARY REQUIREMENT

The Supply and Delivery of Meals to be served during the 2024 Strategic Review Conference and Fellowship in the City of San Fernando, Pampanga shall be charged to the City Planning and Development Coordinator's Office's Strategy Review Fund and is included in the PPMP with Ref. No. 2024-3376 and is already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of FIFTY TWO THOUSAND PESOS (P52,000.00).

III. TERMS AND CONDITIONS

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

a. Specifications/ Schedule of Requirements

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
130	pax	BA2 Steamed Rice Beef Broccoli Chicken Fillet BBQ Ribs Dessert Drinks	December 19, 2024	3 rd Floor Executive Building, Heroes Hall Compound

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 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 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.

IV. 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 and submitted by:


Laurence Andrade
Procurement Officer- CHRMO

Approved by:


Gian Carlo R. Angeles
Acting CHRM 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.