



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 various Meetings for 1st Semester of 2025 at the City College of San Fernando, Pampanga subject to Ordering Agreement**

Location of the Project : **City College of San Fernando, Pampanga**

Company Name _____ Date : **Dec 9, 2024**
PR No. : **2024-12-02392**
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:

Jannelle 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
Day 1						
1	30	pax	Set ME4 Roast Beef Mixed Vegetable Banana / Pastries 1 cup Rice			
2	30	pc(s)	Minute Maid, 250ml, tetrapack			
Day 2						
3	30	pax	Set ME8 1 whole Fried Bangus Ensaladang Paco or any kind of Ensalada Banana / Pastries 1 cup Rice			
4	30	pc(s)	Minute Maid, 250ml, tetrapack			
Day 3						
5	30	pax	Set MF2 Pork Kare-kare 1 pc Fried Chicken Banana / Pastries 1 cup Rice			
6	30	pc(s)	Minute Maid, 250ml, tetrapack			
Day 4						
7	30	pax	Set MF3 Chicken BBQ 1/2 cup Seafood Chopsuey Banana / Pastries 1 cup Rice			
8	30	pc(s)	Minute Maid, 250ml, tetrapack			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
Day 5						
9	30	pax	Set MF5 Pork Caldereta 1 stick Pork BBQ Banana / Pastries 1 cup Rice			
10	30	pc(s)	Minute Maid, 250ml, tetrapack			
Day 6						
11	30	pax	Set MF7 Pork Bistig Garlic Chicken Banana / Pastries 1 cup Rice			
12	30	pc(s)	Minute Maid, 250ml, tetrapack			
Day 7						
13	30	pax	Set MF8 Chicken Asado 3pcs. Lumpiang Shanghai Banana / Pastries 1 cup Rice			
14	30	pc(s)	Minute Maid, 250ml, tetrapack			
Day 8						
15	30	pax	Set MF11 1/2 cup Torta Fried Chicken Banana / Pastries 1 cup Rice			
16	30	pc(s)	Minute Maid, 250ml, tetrapack			
Day 9						
17	30	pax	Set MF12 Breaded Porkchop Chicken Caldereta Banana / Pastries 1 cup Rice			
18	30	pc(s)	Minute Maid, 250ml, tetrapack			
Day 10						
19	30	pax	Set MF6 Chicken Caldereta 3pcs. Fish Fillet Banana / Pastries 1 cup Rice			
20	30	pc(s)	Minute Maid, 250ml, tetrapack			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
Day 11						
21	30	pax	Set MF9 Pork Asado 3pcs. Chicken Fillet Banana / Pastries 1 cup Rice			
22	30	pc(s)	Minute Maid, 250ml, tetrapack			
Day 12						
23	30	pax	Set ME4 Roast Beef Mixed Vegetable Banana / Pastries 1 cup Rice			
24	30	pc(s)	Minute Maid, 250ml, tetrapack			
Day 13						
25	30	pax	Set ME8 1 whole Fried Bangus Ensaladang Paco or any kind of Ensalada Banana / Pastries 1 cup Rice			
26	30	pc(s)	Minute Maid, 250ml, tetrapack			
Day 14						
27	30	pax	Set MF1 Pork or Chicken Adobo 3pcs Fish Fillet Banana / Pastries 1 cup Rice			
28	30	pc(s)	Minute Maid, 250ml, tetrapack			
Day 15						
29	30	pax	Set MF10 Fried Chicken 1/3 cup Creamy Buttered Vegetable Banana / Pastries 1 cup Rice			
30	30	pc(s)	Minute Maid, 250ml, tetrapack			
Total Amount:						

After having carefully read and accepted your General Conditions, I quote you on the item at prices noted above.



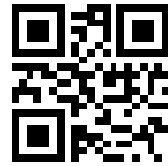
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Supply and Delivery of Meals to be served for the various Meetings for 1st Semester of 2025 at the City College of San Fernando, Pampanga subject to Ordering Agreement

Location of the Project :

City College of San Fernando, Pampanga

Printed Name/ Signature

Tel No./ Cellphone No.

Date

TERMS OF REFERENCE

SUPPLY AND DELIVERY OF MEALS TO BE SERVED FOR THE VARIOUS MEETINGS FOR 1ST SEMESTER OF 2025 AT THE CITY COLLEGE OF SAN FERNANDO PAMPANGA SUBJECT TO ORDERING AGREEMENT

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

Under Article IX of SP Ordinance No. 2008-018 also known as the Ordinance Creating the Charter of City College of San Fernando Pampanga, Stipulating Therein the Policies for its Operation and Management and for Other Purposes, CCSFP has two (2) Councils, namely the College Academic Council and College Administrative Council. Included in the function of the College Academic Council is to formulate the program of study and rules and discipline subject to the approval of the Board of Trustees and existing laws, rules and regulations. On the other hand, College Administrative Council's function includes formulating policies and standards relative to the administrative functions and procedures. Each council has to set monthly meetings to give update and raise issues and concerns regarding their function and shall be included in the reports given to the BOT.

II.BUDGETARY REQUIREMENT

The budgetary requirement for the Supply and Delivery of Meals to be served for the various Meetings for 1st Semester of 2025 at the City College of San Fernando, Pampanga subject to Ordering Agreement is included in the PPMP with Ref. No. 2025-1420 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **NINETY-SEVEN THOUSAND SIX HUNDRED EIGHTY PESOS ONLY (Php 97,680.00)**.

III.OBJECTIVES

The objectives of the Supply and Delivery of Meals to be served for the various Meetings for 1st Semester of 2025 at the City College of San Fernando, Pampanga subject to Ordering Agreement are 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 the continuous efficiency and active participation of the Council.

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
Day 1				
30	pax	Set ME4 Roast Beef Mixed Vegetable Banana / Pastries 1 cup Rice	Upon approval of Delivery Order Contract up to June 2025	City College of San Fernando Pampanga
30	pcs	Minute Maid, 250ml, tetrapack	Upon approval of Delivery Order Contract up to June 2025	City College of San Fernando Pampanga
Day 2				
30	pax	Set ME8 1 whole Fried Bangus Ensaladang Paco or any kind of Ensalada Banana / Pastries 1 cup Rice	Upon approval of Delivery Order Contract up to June 2025	City College of San Fernando Pampanga
30	pcs	Minute Maid, 250ml, tetrapack	Upon approval of Delivery Order Contract up to June 2025	City College of San Fernando Pampanga
Day 3				
30	pax	Set MF2 Pork Kare-kare 1 pc Fried Chicken Banana / Pastries 1 cup Rice	Upon approval of Delivery Order Contract up to June 2025	City College of San Fernando Pampanga
30	pcs	Minute Maid, 250ml, tetrapack	Upon approval of Delivery Order Contract up to June 2025	City College of San Fernando Pampanga
Day 4				
30	pax	Set MF3 Chicken BBQ 1/2 cup Seafood Chopsuey Banana / Pastries 1 cup Rice	Upon approval of Delivery Order Contract up to June 2025	City College of San Fernando Pampanga
30	pcs	Minute Maid, 250ml, tetrapack	Upon approval of Delivery Order Contract up to June 2025	City College of San Fernando Pampanga
Day 5				
30	pax	Set MF5 Pork Caldereta 1 stick Pork BBQ Banana / Pastries 1 cup Rice	Upon approval of Delivery Order Contract up to June 2025	City College of San Fernando Pampanga
30	pcs	Minute Maid, 250ml, tetrapack	Upon approval of Delivery Order Contract up to June 2025	City College of San Fernando Pampanga
Day 6				
30	pax	Set MF7 Pork Bistig Garlic Chicken	Upon approval of Delivery Order	City College of San Fernando Pampanga

		Banana / Pastries 1 cup Rice	Contract up to June 2025	
30	pcs	Minute Maid, 250ml, tetrapack	Upon approval of Delivery Order Contract up to June 2025	City College of San Fernando Pampanga
Day 7				
30	pax	Set MF8 Chicken Asado 3pcs Lumpiang Shanghai Banana / Pastries 1 cup Rice	Upon approval of Delivery Order Contract up to June 2025	City College of San Fernando Pampanga
30	pcs	Minute Maid, 250ml, tetrapack	Upon approval of Delivery Order Contract up to June 2025	City College of San Fernando Pampanga
Day 8				
30	pax	Set MF11 1/2 cup Torta Fried Chicken Banana / Pastries 1 cup Rice	Upon approval of Delivery Order Contract up to June 2025	City College of San Fernando Pampanga
30	pcs	Minute Maid, 250ml, tetrapack	Upon approval of Delivery Order Contract up to June 2025	City College of San Fernando Pampanga
Day 9				
30	pax	Set MF12 Breaded Porkchop Chicken Caldereta Banana / Pastries 1 cup Rice	Upon approval of Delivery Order Contract up to June 2025	City College of San Fernando Pampanga
30	pcs	Minute Maid, 250ml, tetrapack	Upon approval of Delivery Order Contract up to June 2025	City College of San Fernando Pampanga
Day 10				
30	pax	Set MF6 Chicken Caldereta 3pcs. Fish Fillet Banana / Pastries 1 cup Rice	Upon approval of Delivery Order Contract up to June 2025	City College of San Fernando Pampanga
30	pcs	Minute Maid, 250ml, tetrapack	Upon approval of Delivery Order Contract up to June 2025	City College of San Fernando Pampanga
Day 11				
30	pax	Set MF9 Pork Asado 3pcs. Chicken Fillet Banana / Pastries 1 cup Rice	Upon approval of Delivery Order Contract up to June 2025	City College of San Fernando Pampanga
30	pcs	Minute Maid, 250ml, tetrapack	Upon approval of Delivery Order Contract up to June 2025	City College of San Fernando Pampanga
Day 12				

30	pax	Set ME4 Roast Beef Mixed Vegetable Banana / Pastries 1 cup Rice	Upon approval of Delivery Order Contract up to June 2025	City College of San Fernando Pampanga
30	pcs	Minute Maid, 250ml, tetrapack	Upon approval of Delivery Order Contract up to June 2025	City College of San Fernando Pampanga
Day 13				
30	pax	Set ME8 1 whole Fried Bangus Ensaladang Paco or any kind of Ensalada Banana / Pastries 1 cup Rice	Upon approval of Delivery Order Contract up to June 2025	City College of San Fernando Pampanga
30	pcs	Minute Maid, 250ml, tetrapack	Upon approval of Delivery Order Contract up to June 2025	City College of San Fernando Pampanga
Day 14				
30	pax	Set MF1 Pork or Chicken Adobo 3pcs Fish Fillet Banana / Pastries 1 cup Rice	Upon approval of Delivery Order Contract up to June 2025	City College of San Fernando Pampanga
30	pcs	Minute Maid, 250ml, tetrapack	Upon approval of Delivery Order Contract up to June 2025	City College of San Fernando Pampanga
Day 15				
30	pax	Set MF10 Fried Chicken 1/3 cup Creamy Buttered Vegetable Banana / Pastries 1 cup Rice	Upon approval of Delivery Order Contract up to June 2025	City College of San Fernando Pampanga
30	pcs	Minute Maid, 250ml, tetrapack	Upon approval of Delivery Order Contract up to June 2025	City College 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 conformed 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 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 Period shall be upon approval of Delivery Order Contract up to June 2025.
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.

d. Inspection and Acceptance

1. The CGSO- PSMD shall inspect and accept the delivery.
2. The supplier/contractor shall present the PO and issue 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.

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,
- b. Provide the menu and of quality as requested by the end user; and
- c. 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.
- a. Evaluate the performance of the supplier/ contractor and in case there is a violation to the Contract/ Agreement, prepare a Verified Report.

Prepared by:


EMILIE E. LAXINA, CPA, MM
Supervising Administrative Officer VI

Approved by:


ATTY. GLORIA J. VICTORIA - BAÑAS, DPA, CESO V
College Administrator/President

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.

CONFORME:
_____ Signature over Printed Name
_____ Date