



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 hosted by the City Market Operations Division for 1st Semester of 2025 in the City of San Fernando, Pampanga subject to Ordering Agreement**

Location of the Project : **City Administrator's Office - City Market Operations Division**

Company Name Date : **Dec 9, 2024**

Address PR No. : **2024-12-02393**

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: _____

Camille C. Mendiola 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	75	pax	ME4-AB4 Roast Beef, MIXed Vegetables, Banana/Pastries, 1 cup of rice 300ml Coke Mismo			
2	100	pax	MC4 - AB3 1 cup Goto w/ 1/2 cup of Tokwat baboy 250ml Minute Maid			
3	100	pax	MB6 - AB4 1 cup Carbonara w/ Garlic Bread, 300ml coke mismo			
4	100	pax	MA3-AB3 1 Big SIze Special Enseymada 250Ml minute maid			
5	75	pax	ME8-AB3 1 whole Fried Bangus Ensaladang Paco or any kind of Ensalada Banana/Pastries 1 cup of rice 250ml minute maid			
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

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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.

In the City Government of San Fernando, Pampanga, the City Market Operations Division (CMOD), is mandated to carry out the following responsibilities;

- Responsible for the administration and supervision of the two (2) Public Markets including the duties, functions and assignments of all Market Personnel;
- Responsible for the implementation and administration of market rules and regulations;
- Responsible for the supervision and monitoring of market daily collections both in the Old and New Public Market (market fees, entrance fees, parking fees and rental of stalls.
- Responsible for monitoring orderliness and cleanliness in the market premises in the Old and New Public Market.

In addition to the above responsibilities, our office also functions as the secretariat of the Market Committee and the Local Price Coordinating Council of the City of San Fernando (P) and other Committees and Technical working groups in connection to the public markets, as secretariat we are in charge in the preparation of meals that are served during the meetings on a semestral basis.

.II.BUDGETARY REQUIREMENT

Supply and Delivery of Meals to be served for the various meetings hosted by the City Market Operations Division for 1st Semester of 2025 in the City of San Fernando, Pampanga subject to Ordering Agreement is included in the PPMP with Ref. No. 2025-145 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of Eighty Seven Thousand One Hundred Twenty Five pesos only (P 87,125.00).

III.OBJECTIVES

The objectives of the Supply and Delivery of Meals to be served for the various meetings hosted by the City Market Operations Division for 1st Semester of 2025 in the City 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 Committee.

IV.TERMS AND CONDITIONS

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

a. Specifications/ Schedule of Requirements

Item Description/ Specifications			Delivery Date	Location
ME4-AB4 Roast Beef, Mixed Vegetables, Banana/Pastries, 1 cup of rice 300ml Coke Mismo	pax	75.00	Upon Approval of Delivery Order Contract up to June 30, 2025	Levi Panlilio Conference Room, City Hall, CSFP, Tiburcio Hilario Room and Executive Conference Room, Heroes Hall, CSFP
MC4 - AB3 1 cup Goto w/ 1/2 cup of Tokwat baboy 250ml Minute Maid	pax	100.00		
MB6 - AB4 1 cup Carbonara w/ Garlic Bread, 300ml coke mismo	pax	100.00		
MA3-AB3 1 Big Size Special Enseymada 250ml minute maid	pax	100.00		
ME8-AB3 1 whole Fried Bangus Ensaladang Paco or any kind of Ensalada Banana/Pastries 1 cup of rice 250ml minute maid	pax	75.00		

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.

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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)/ Contracts, No Delivery" Policy and comply with the delivery period.
2. The Delivery Period shall be on Upon Approval of Delivery Order Contract up to June 30, 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.
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.

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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:


Gerald C. Pangan
Procurement Officer

Noted by:


Engr. Nelson G. Lingat, DPA
City Administrator

CONFORME:

Signature over Printed Name

Date

Note: This 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.