



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 Pantry Supplies to be used at the CADMINO-Business License and Permit Division (Business One Stop Shop-Taxpayer's Lounge) for 2025 in the City of San Fernando, Pampanga subject to Ordering Agreement**
Location of the Project : **City Administrator's Office - Business License And Permit Division**

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

PR No. : **2024-12-02410**

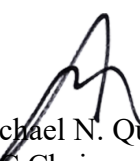
Address

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
1	1350	pack(s)	3IN1 COFFEE (10/PCS/PACK)			
2	800	pack(s)	SANDWICH COOKIES ASSORTED (10PCS/PACK)			
3	800	pack(s)	BISCUIT CRACKER ASSORTED (10PCS/PACK)			
4	230	pack(s)	CANDIES ASSORTED (50PCS/PACK)			
5	200	pack(s)	12OZ. PLAIN PAPER CUPS (50PCS/PACK)			
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 Pantry Supplies to be used at the CADMINO-Business License and Permit Division (Business One Stop Shop-Taxpayer's Lounge) for 2025 in the City of San Fernando, Pampanga subject to Ordering Agreement

I. BACKGROUND

The City Administrator's Office – Business License and Permit Division of the City Government of San Fernando (P) exists to provide quality business regulation services to the taxpayers thru the Business-One-Stop Shop system in the processing of business permit applications.

II. BUDGETARY REQUIREMENT

The Approved Budget for the Supply and Delivery of Pantry Supplies to be used at the CADMINO-Business License and Permit Division (Business One Stop Shop-Taxpayer's Lounge) for 2025 in the City of San Fernando, Pampanga subject to Ordering Agreement is included in the PPMP with Ref. 2025-168 which is in the amount of P 430,000.00

III. OBJECTIVES

The objectives are as follows:

- a. To ensure that snacks are served to taxpayers/clients during the entire processing of their applications for Mayor's / Business Permit; and
- b. To provide customer convenience & satisfaction.

IV. TERMS AND CONDITION

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
1,350	Packs	3 IN 1 COFFEE (10pcs/pack)	January 03- December 31, 2025	CGSO, CENTRAL STORAGE, DEL PILAR, CSFP
800	Packs	SANDWICH COOKIES ASSORTED (10pcs/pack)		
800	Packs	BISCUIT CRACKER ASSORTED (10pcs/pack)		
230	Packs	CANDIES ASSORTED (50pcs/pack)		
200	Packs	12 OZ. PLAIN PAPER CUPS (50pcs/pack)		

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 of the procurement schedule including this TOR duly signed by the end-user and confirmed 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 from **January 02-December 29, 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 items and to immediately notify the supplier/ contractor in case of any concerns before the acceptance.

D. Inspection and Acceptance

a. 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 SERVICE PROVIDER AND THE CITY GOVERNMENT


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

- Provide the quantity of pantry supplies being required by the project/ program; and
- Strictly follow the specifications and timely provision of requirements based on the delivery schedule.

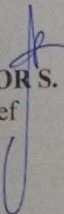
The deliverables of the City Government shall be as follows:

- 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:


JENALYN Y. GONZALES
Procurement Officer
649-8540 loc 162/167

Noted by:


SALVADOR S. CARIÑO, JR., MPA
BLPD Chief

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.