



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 consultations/meetings of the City Administrator with different agencies/establishments and Department Heads for 1st Semester of 2025 in the City of San Fernando, Pampanga subject to Ordering Agreement**

Location of the Project : **City Administrator's Office - Administrative Support Division**

	Date :	<b>Dec 9, 2024</b>
Company Name	PR No. :	<b>2024-12-02411</b>
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:

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	100	pack(s)	SEMI-SPECIAL SNACKS SET MB8-AB2 1 cup Goto with Tokwa't Baboy; 250ml Minute Maid			
2	70	pack(s)	SEMI-SPECIAL SNACKS SET MB6-AB4 1 cup Carbonara with Garlic Bread; 300ml Coke Mismo			
3	100	pack(s)	SPECIAL SNACKS SET MC7-AB4 Baked Mac with Chicken Sandwich; 300ml Coke Mismo			
4	100	pack(s)	SEMI-SPECIAL PACKED LUNCH SET ME4-AB4 Roast Beef, Mixed Vegetable, Banana/Pastries, 1 cup Rice; 300ml Coke Mismo			
5	100	pack(s)	SEMI-SPECIAL PACKED LUNCH SET ME6-AB4 Chicken Teriyaki, Chopsuey, Banana/Pastries, 1 cup Rice; 300ml Coke Mismo			
<b>Total Amount:</b>						

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 consultations/meetings of the City Administrator with different agencies/establishments and Department Heads for 1st Semester of 2025 in the City 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.

The City Administrator's Office plays a vital role in the effective and efficient operation of the LGU. The CADMINO is responsible in the development of plans and strategies which are related to the management and administration of programs and projects and upon the approval of the LCE and the SP are for the executive's implementation. It is in the frontline of the delivery of administrative support services in all situations, especially during and in the aftermath of all kinds of disaster, natural and man-made.

#### **II.BUDGETARY REQUIREMENT**

The Budgetary Requirement for the Supply and Delivery of Meals to be served during the consultations/meetings of the City Administrator with different agencies/establishments and Department Heads for 1st Semester of 2025 in the City of San Fernando, Pampanga subject to Ordering Agreement is included in the PPMP with Ref. No. 2025-1165 and already included in the Annual Procurement Plan (APP) of the City Government which is in the amount of NINETY NINE THOUSAND FIVE HUNDRED THIRTY PESOS ONLY (P 99,530.00).

#### **III.OBJECTIVES**

- 1.** To ensure that meals will be served during the meeting/consultations; and
- 2.** To ensure the continuous efficiency and active participation of the attendees.

#### 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

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
100.00	packs	SEMI-SPECIAL PACKED LUNCH SET ME6-AB4 Chicken Teriyaki, Chopsuey, Banana/Pastries, 1 cup Rice; 300ml Coke Mismo	Upon Approval of the Delivery Order Contract up to June 2025	City Administrator's Office, 2 <sup>nd</sup> Floor, City Hall, CSFP
100.00	packs	SEMI-SPECIAL PACKED LUNCH SET ME4-AB4 Roast Beef, Mixed Vegetable, Banana/Pastries, 1 cup Rice; 300ml Coke Mismo	Upon Approval of the Delivery Order Contract up to June 2025	City Administrator's Office, 2 <sup>nd</sup> Floor, City Hall, CSFP
100.00	packs	SPECIAL SNACKS SET MC7-AB4 Baked Mac with Chicken Sandwich; 300ml Coke Mismo	Upon Approval of the Delivery Order Contract up to June 2025	City Administrator's Office, 2 <sup>nd</sup> Floor, City Hall, CSFP
70.00	packs	SEMI-SPECIAL SNACKS SET MB6-AB4 1 cup Carbonara with Garlic Bread; 300ml Coke Mismo	Upon Approval of the Delivery Order Contract up to June 2025	City Administrator's Office, 2 <sup>nd</sup> Floor, City Hall, CSFP

100	packs	SEMI-SPECIAL SNACKS SET MB8-AB2 1 cup Goto with Tokwa't Baboy; 250ml Minute Maid	Upon Approval of the Delivery Order Contract up to June 2025	City Administrator's Office, 2 <sup>nd</sup> Floor, City Hall, CSFP
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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 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 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 date 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.
  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 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.

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.

The deliverables of the City Government shall be as follows:

- a. On- time payment of the supplier/ contractor i.e., 15 days after the month.
- 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:**



**Ms. AMALIA A. CATA CUTAN**

Procurement Officer/ End- user

**Approved 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.*