



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 Consultation, Presentation and Drafting of the 2026 Annual Investment Program in the City of San Fernando, Pampanga subject to Ordering Agreement**

Location of the Project : **City Planning & Development Coordinator's Office**

Company Name _____ Date : **Dec 10, 2024**

PR No. : **2024-12-02443**

Address _____

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, December 17, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by: _____ Approved by: _____

Monalyn M. Aquino
Administrative Aide VI (Buyer II)

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	180	pax	MC4 1cup Goto w/ 1/2 cup Tokwa't Baboy Coke in Can			
2	180	pax	BA1 Steamed Rice Roast Beef Chicken Terriyaki Fish Fillet w/ Creamy White Sauce Fruits Drinks			
3	180	pax	MC5 1 cup Carbonara with Clubhouse Sandwich Coke in Can			
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 FOR THE CONSULTATION, PRESENTATION AND DRAFTING OF THE 2026 ANNUAL INVESTMENT PROGRAM IN THE CITY OF SAN FERNANDO, PAMPANGA SUBJECT TO ORDERING AGREEMENT

I.BACKGROUND

The Annual Investment Plan (AIP) is a tool or document by which the local government unit administers and provides budgetary support to its local development plans and investment programs.

The AIP includes describing exactly the programs/projects/activities, determining their time frame, designating their particular sector, estimating their cost components, identifying their sources of fund, determining their expected results, and delineating the responsibilities and roles of the concerned offices.

Based on the AIP, the Local Finance Committee recommends the appropriate fiscal and resource allocation measures and/or borrowing to support the budgetary requirements and spending ceiling for the economic, social, and general services sectors.

The deliberation will also assess the need to ensure the more prudent allocation of the local government's resources, with the expected decline in the locally sourced income and the projected increase in the populace's service requirements. In view thereof, the deliberation of the offices' proposed Annual Investment Programs (AIP) for the year 2024 is deemed more necessary, with the attendance of the Sangguniang Panlungsod Committee on Appropriations, Local Finance Committee, and the concerned Department Heads.

II.BUDGETARY REQUIREMENT

Supply and Delivery of Meals to be served for the Consultation, Presentation and Drafting of the 2026 Annual Investment Program in the City of San Fernando, Pampanga subject to Ordering Agreement is included in the PPMP with Ref. No. 2025-549 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of ONE HUNDRED SIXTY TWO THOUSAND SEVEN HUNDRED TWENTY (₱ 162,720.00).

III.OBJECTIVES

The objectives Supply and Delivery of Meals to be served for the Consultation, Presentation and Drafting of the 2026 Annual Investment Program 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 participants and guests.

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
180	Pax	MC5 1 cup Carbonara with Clubhouse Sandwich Coke in Can	Will inform the supplier at least 1 week before the event
180	Pax	BA1 Steamed Rice Roast Beef Chicken Terriyaki Fish Fillet w/ Creamy White Sauce Fruits Drinks	
180	Pax	MC4 1cup Goto w/ 1/2 cup Tokwa't Baboy Coke in Can	

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) and in compliance with the procurement schedule. The documents to be submitted shall include 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 end-user through the Procurement Officer shall coordinate with the CGSO- Procurement Management Division (PMD) to advise the supplier regarding the exact Delivery Date/Time and location at least one week prior to the actual event.
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.

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:


PAOLO ISRAEL S. FRANCO, EnP
City Planning and Development Coordinator I

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