



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 Commercial Rice to be given to the CDRRMO personnel during the Strategic Planning and Year End Assessment Review 2024 in the City of San Fernando, Pampanga**

Location of the Project : **City Disaster Risk Reduction and Management Office**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

Date : **Dec 16, 2024**

PR No. : **2024-12-02467**

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 23, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga.**

Canvassed by: **Lorraine Kate M. Escoto**

Approved by: **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	66	pack(s)	Commercial Rice (25kilos/sack) Specifications: -- Grading Quality - 98% Head Rice, 2% Brokens -- Milling Degree - Well Milled (Clean) -- Grain Type - Long Grain -- Color - White/Polished -- Age - Laon/Semi-Laon -- Appearance (Cooked Rice) - Tender -- Taste (Cooked Rice) - Sweet -- Packaging - 25kilos per sack			
<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 COMMERCIAL RICE TO BE GIVEN FOR CDRRMO PERSONNEL STRATEGIC PLANNING AND YEAR END ASSESSMENT REVIEW 2024.

#### I.BACKGROUND

Strategic Planning is a helpful organizational process that will provide guidance to an organization. It involves prioritization, efficient resource capacity planning, optimization of operations, and the assurance that the office is aligned with the national framework as well as the administration's mission and vision. This activity will also provide an assessment and evaluation of programs and projects that will measure the success of the organization.

#### II.BUDGETARY REQUIREMENT

The Budgetary Requirement for Supply and Delivery of Commercial Rice to be given for CDRRMO personnel Strategic Planning and Year End Assessment Review 2024, is included in the PPMP in the amount of ONE HUNDRED EIGHT THOUSAND NINE HUNDRED PESOS (P 108,900.00).

#### III.OBJECTIVES

- To effectively and efficiently conduct the activity/program.

#### 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
66	packs	Commercial Rice (25kilos/sack) Specifications: -- Grading Quality - 98% Head Rice, 2% Brokens -- Milling Degree - Well Milled (Clean) -- Grain Type - Long Grain -- Color - White/Polished -- Age - Laon/Semi- Laon -- Appearance (Cooked Rice) - Tender -- Taste (Cooked Rice) - Sweet -- Packaging - 25kilos per sack	20 days upon issuance of PO and NTP	Central Storage, New Public Market, Del Pilar, CSFP

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 venue 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 schedule 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 service delivery period.
  2. The contract of service shall be within 20 days upon issuance of PO and NTP.
  3. During the contract of service, strictly follow the provisions enumerated in the Terms and Conditions of the PO/ Contract including the service delivery, Penalty, among others.
  4. In case there is a change in the service delivery schedule, 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 CGSO-PSMD shall inspect and accept the delivery
  2. The supplier/contractor shall present the PO and issue Sales Invoice
  3. The CGSO-PMD shall prepare the corresponding Inspection and Acceptance Report/s.

## **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 commercial rice being required by the project/ program; and
- b. Strictly follow the schedule of service delivery and timely provision of requirements based on the 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 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:

**RAYMOND B. DEL ROSARIO**  
City DRRM Officer



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.