



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 Business-one Stop Shop personnel (Tax Payer's Peak-Season) Renewal of Business Permit for the year 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 : **Jan 9, 2025**

PR No. : **2025-01-00003**

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, January 13, 2025 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Rachelle M. Pangilinan

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	47	pax	DAY 1: MF1 - PORK/CHICKEN ASADO; 3 PCS. FISH FILLET; BANANA/PASTRIES; 1 CUP RICE AB2 - 250ML MINUTE MAID			
2	47	pax	DAY 2: MF2 - PORK KARE-KARE; 1 PC. FRIED CHICKEN; BANANA/PASTRIES; 1 CUP RICE AB4 - 300ML COKE MISMO			
3	47	pax	DAY 3: MF4 - CHICKEN TERIYAKI; 3 PCS. LUMPIANG SHANGHAI; BANANA/PASTRIES; 1 CUP RICE AB2 - 250ML MINUTE MAID			
4	47	pax	DAY 4: MF11 - 1/2 CUP TORTA; FRIED CHICKEN; BANANA/PASTRIES; 1 CUP RICE AB2 - 250ML MINUTE MAID			
5	47	pax	DAY 5: MF12 - BREADED PORKCHOP; CHICKEN CALDERETA; BANANA/PASTRIES; 1 CUP RICE AB4 - 300ML COKE MISMO			
6	47	pax	DAY 6: MF4 - CHICKEN TERIYAKI; 3PCS LUMPIANG SHANGHAI; BANANA/PASTRIES; 1 CUP RICE AB2 - 250ML MINUTE MAID			
7	47	pax	DAY 7: MF6 - CHICKEN CALDERETA; 1 STICK PORK BBQ; BANANA/PASTRIES; 1 CUP RICE AB4 - 300ML COKE MISMO			



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 Business-one Stop Shop personnel (Tax Payer's Peak-Season) Renewal of Business Permit for the year 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

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
8	47	pax	DAY 8: MF7 - PORK BISTIG; GARLIC CHICKEN; BANANA/PASTRIES; 1 CUP RICE AB1 - 230ML C2 SOLO			
9	47	pax	DAY 9: MF9 - PORK ASADO; 3 PCS. CHICKEN FILLET; BANANA/PASTRIES; 1 CUP RICE AB2 - 250ML MINUTE MAID			
10	47	pax	DAY 10: MF10 - FRIED CHICKEN; 1/3 CUP BUTTERED VEGETABLES; BANANA/PASTRIES; 1 CUP RICE AB4 - 300ML COKE MISMO			
11	47	pax	DAY 11: MF1 - PORK/ CHICKEN ASADO; 3 PCS. FISH FILLET; BANANA/PASTRIES; 1 CUP RICE AB2 - 250ML MINUTE MAID			
12	47	pax	DAY 12: MF2 - PORK KARE-KARE; 1 PC. FRIED CHICKEN; BANANA/PASTRIES; 1 CUP RICE AB4 - 300ML COKE MISMO			
13	47	pax	DAY 13: MF3 - CHICKEN BBQ; 1/2 CUP SEAFOOD CHOPSUEY; BANANA/PASTRIES; 1 CUP RICE AB1 - 230ML C2 SOLO			
14	47	pax	DAY 14: MF11 - 1/2 CUP TORTA; FRIED CHICKEN; BANANA/PASTRIES; 1 CUP RICE AB2 - 250ML MINUTE MAID			
15	47	pax	DAY 15: MF12 - BREADED PORKCHOP; CHICKEN CALDERETA; BANANA/PASTRIES; 1 CUP RICE AB4 - 300ML COKE MISMO			
16	47	pax	DAY 16: MF4 - CHICKEN TERIYAKI; 3PCS LUMPIANG SHANGHAI; BANANA/PASTRIES; 1 CUP RICE AB2 - 250ML MINUTE MAID			
17	47	pax	DAY 17: MF6 - CHICKEN CALDERETA; 1 STICK PORK BBQ; BANANA/PASTRIES; 1 CUP RICE AB4 - 300ML COKE MISMO			
18	47	pax	DAY 18: MF7 - PORK BISTIG; GARLIC CHICKEN; BANANA/PASTRIES; 1 CUP RICE AB1 - 230ML C2 SOLO			
19	47	pax	DAY 19: MF9 - PORK ASADO; 3 PCS. CHICKEN FILLET;			



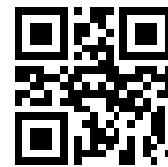
Republic of the Philippines
Province of Pampanga

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 Business-one Stop Shop personnel (Tax Payer's Peak-Season) Renewal of Business Permit for the year 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

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			BANANA/PASTRIES; 1 CUP RICE AB2 - 250ML MINUTE MAID			
20	47	pax	DAY 20: MF10 - FRIED CHICKEN; 1/3 CUP BUTTERED VEGETABLES; BANANA/PASTRIES; 1 CUP RICE AB4 - 300ML COKE MISMO			
21	47	pax	DAY 21: MF1 - PORK/ CHICKEN ASADO; 3 PCS. FISH FILLET; BANANA/PASTRIES; 1 CUP RICE AB2 - 250ML MINUTE MAID			
22	47	pax	DAY 22: MF2 - PORK KARE-KARE; 1 PC. FRIED CHICKEN; BANANA/PASTRIES; 1 CUP RICE AB4 - 300ML COKE MISMO			
23	47	pax	DAY 23: MF3 - CHICKEN BBQ; 1/2 CUP SEAFOOD CHOPSUEY; BANANA/PASTRIES; 1 CUP RICE AB1 - 230ML C2 SOLO			
24	47	pax	DAY 24: MF11 - 1/2 CUP TORTA; FRIED CHICKEN; BANANA/PASTRIES; 1 CUP RICE AB2 - 250ML MINUTE MAID			
25	47	pax	DAY 25: MF12 - BREADED PORKCHOP; CHICKEN CALDERETA; BANANA/PASTRIES; 1 CUP RICE AB4 - 300ML COKE MISMO			
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 Business-one Stop Shop personnel (Tax Payer's Peak-Season) Renewal of Business Permit for the year 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 meals to be served during peak season/renewal of business permits is included in the PPMP with Ref. 2025-170 which is in the amount of P 270,000.00

III. OBJECTIVES

The objectives are as follows:

- a. To ensure compliance to R.A. No. 11032; JMC No.1 s2016 & ISO Certification;
- b. To ensure that meals are served during the entire renewal of business permits; and
- c. To provide customer 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
47	PAX	Meals (Dinner) (See attached P.R.)	January to February 2025	Business License and Permit Division, Cityhall, Sto. Rosario, 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 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 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.
- a. 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 – February 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.
- b. 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 SERVICE PROVIDER AND THE CITY GOVERNMENT

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


- Provide the quantity of meals being required by the project/ program; and

- Strictly follow the specifications and timely provision of requirements based on the delivery schedule.
- Good quality, safe, wholesome and nutritious meals, snacks and beverages in compliance with requirements of all food safety standards


The deliverables of the City Government shall be as follows:

- On- time payment of the supplier/ contractor i.e., 15 days after delivery regardless if the delivery is per month or Ordering Agreement.
- End- user shall monitor the delivery of requirements.
- The Procurement Officer shall assist in the monitoring, delivery and on- time payment of the supplier.
- Provide necessary and readily- available documents such as during the conduct of post-audit.
- 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

<p>CONFORME:</p> <p>_____</p> <p style="text-align: center;">Signature over Printed Name</p> <p>_____</p> <p style="text-align: center;">Date</p>

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.