



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 Digital Literacy and Capacity Building Programs and Activities in the City of San Fernando, Pampanga subject to Ordering Agreement**

Location of the Project : **City Information and Communication Technology Office**

Company Name
Date : **Jan 15, 2025**
PR No. : **2025-01-00040**

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, January 21, 2025 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	350	pax	Day 1 Pork Asado Banana/Pastries 3 pcs Chicken Fillet 1 Cup rice 1 Soft drink in can			
2	350	pax	Day 2 Pork Asado Banana/Pastries 3 pcs Chicken Fillet 1 Cup rice 1 Soft drink 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 Digital Literacy and Capacity Building Programs and Activities in the City of San Fernando, Pampanga subject to Ordering Agreement

I. BACKGROUND

As we continue to transform towards a Smart Sustainable City, the City Government, through CICTO ensures the linkage and involvement of the stakeholders and private companies/entities to successfully achieve the abovementioned milestone.

Seeing its potential, the City of San Fernando, Pampanga (CSFP) was recognized by the Contact Center Association of the Philippines (CCAP) and the Department of Information and Communications Technology (DICT) as the top 2 viable investment destination of IT and IT-BPM. In due course, the Digital Cities 2025 Roadmap of CSFP was well executed, and CSFP was recognized as a viable investment destination for the IT-BPM Industry.

As a result of continuous hard work in implementing different programs and activities, the Information and Communication Technology (ICT) industry has seen significant growth and transformation over the past years. Through the ICT Industry development program, we are aiming to achieve the following:

Economic Growth: Developing the ICT sector can significantly contribute to a country's economic growth by creating jobs, attracting foreign investment, and fostering innovation¹.

Global Competitiveness: Enhancing the ICT industry's capabilities helps San Fernando remain competitive in the global market. This includes improving the quality of ICT services and ensuring the workforce is skilled and up-to-date with the latest technologies.

Education and Skills Development: Investing in ICT education and training programs ensures a steady supply of skilled professionals. This not only meets the industry's labor demands but also provides broader career opportunities for individuals.

Social Progress: ICT can play a crucial role in social development by improving access to information, enhancing communication, and providing new opportunities for education and healthcare.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Meals to be served for the Digital Literacy and Capacity Building Programs and Activities in the City of San Fernando, Pampanga subject to Ordering Agreement is included in the PPMP with Ref. No. 2025-569 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of one hundred seventy-five thousand pesos (Php 175,000.00)

III. OBJECTIVES

The proposed Seminar Workshop is intended to be the culminating event of the City for its ICT related efforts and initiatives which are aimed to address the one (1) of the four (4) key parameters under the Digital Cities Scorecard, the talent availability. The Seminar workshop envisioned to encapsulate the talent availability in the City through the following objectives:

- For the community to appreciate the value of ICT more, and how it is relevant to their daily lives;
- To enable the different sectors in the community to be more aware of the latest developments and what is happening in the ICT industry;
- To expose the different sectors in the community with the actual work environment and give them a glimpse of what to expect and how the experience will be;
- To educate and capacitate the available talents about the IT-BPM;
- To attract more workforce to try a career in the IT-BPM industry;

- To remove the stigma about the IT-BPM industry;
- To expose the different sectors in the community with the actual work environment and give them a glimpse of what to expect and how the experience will be when they start a career in the IT-BPM industry;
- Help provide economic opportunities not only for the graduates, but also for the people who will directly and indirectly benefit from this initiative;

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
700	Pax	Pork Asado Banana/Pastries 3 pcs Chicken Fillet 1 Cup rice 1 Soft drink in can	The delivery shall be based on ordering agreement	SM City Telabastagan

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/ 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. During the delivery, strictly follow the provisions enumerated in the Terms and Condition of the PO/ Contract including the Delivery Schedule, Penalty, among others.
3. 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.

4. Coordination with the supplier/ contractor shall be the function of the CGSO-PMD as its mandate.
5. 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.

IV. 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.

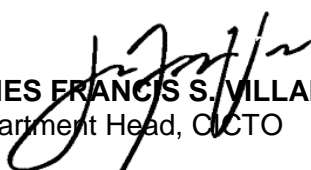
The deliverables of the City Government shall be as follows:

- 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 by:


CARLO S. TAPNIO
Procurement Officer

Noted by:


JAMES FRANCIS S. VILLANUEVA
Department Head, CICTO

CONFORME:

Signature over Printed Name

Date

Note: *The 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.*