



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 Citywide Waterways Clean-Up Day for 2025 in the City of San Fernando, Pampanga**

Location of the Project : **City Environment and Natural Resources Office**

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

\_\_\_\_\_  
Address

Date : **Jan 20, 2025**

PR No. : **2025-01-00053**

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 27, 2025 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Lorraine Kate M. Escoto

  
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	300	pax	MD4 Chicken Teriyaki 1cup of rice Banana/Pastries			
2	300	can(s)	Drinks in can			
<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 for the Citywide Waterways Clean-Up Day for 2025 in the City of San Fernando Pampanga**

#### **I. BACKGROUND**

April 22 of every year was declared as Philippine Earth Day and the month of April as Philippine Earth Month in 2008 by virtue of Proclamation 1481 and 1482, respectively. Both proclamations enjoin all government agencies, in cooperation with the private sector, to conduct environmental activities to raise the level of awareness on the gravity of environmental degradation.

The City Government of San Fernando (P) holds a Citywide Waterways Clean-up during the summer months as part of the celebration of International Earth Day. This event is also in compliance to the Supreme Court's Writ of Continuing Mandamus on the Manila Bay Clean-up.

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

The Approved Budget Supply and Delivery of Meals to be served for the Citywide Waterways Clean-Up Day for 2025 in the City of San Fernando Pampanga as part of the Environmental Program Celebration of the City Environment and Natural Resources Office in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2025-81 in the amount of **FIFTY SIX THOUSAND FOUR HUNDRED PESOS ONLY (P 56,400.00)**.

#### **III. OBJECTIVES**

The objectives Supply and Delivery of Meals to be served for the Citywide Waterways Clean-Up Day for 2025 in the City of San Fernando Pampanga as part of the Environmental Program Celebration of the City Environment and Natural Resources Office in the City of San Fernando, Pampanga is as follow:

1. To clean and improve the quality of the San Fernando River and creeks.
2. To raise awareness on the importance of water quality management.

#### **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
300	pax	MD4 Chicken Teriyaki 1cup of rice Banana/Pastries	April 2025	CENRO Main Office
300	pax	Drinks in Can	April 2025	CENRO Main Office

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 conform 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 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 Delivery Period shall be on April 2025 CENRO Main office
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.
7. Ensure that the food is packed in reusable containers or other environment-friendly packaging. Eliminate the use of single-use plastics.

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:



**MARIA TERESA Q. DOBLE**

**Acting CENRO-I**

Head/ End- user

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.*