



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 Grocery Packs to be given to the Teachers for the Tribute to Teacher Heroes 2025 in the City of San Fernando, Pampanga**

Location of the Project : **City Tourism and Investment Promotions Office - Tourism And Heritage Division**

Company Name

Address

Date : **Jan 23, 2025**


PR No. : **2025-01-00086**

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:

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	150	pax	Grocery Packs in Red Eco Bag: - 1pc Coffee (180gms) - 1pc Coffee Creamer (400gms) - 1pc Sugar (1kilo) - 1pc Cheese spread (220grams) - Noodles (5packs) - Canned Goods (3pcs)			
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 Grocery Packs to be given to the teachers for the Tribute to Teacher Heroes 2025 in the City of San Fernando, Pampanga

I. BACKGROUND

In the year 1980, some 500 public school teachers of San Fernando, Pampanga suffered and agonized for many hours, protecting the sanctity of the ballots cast in the local election held on that year. After a long and difficult struggle, the teachers along the town's people fight for the truth. Justice and democracy triumphed. In June 1, 1982, the Supreme Court rendered its landmark decision in the San Fernando electoral case and paved the way for the holding of special elections in San Fernando, Pampanga on April 11, 1983 which resulted in the election of the true and genuine choices of the people.

In line with the 24th Cityhood Anniversary of the City of San Fernando, the Kaganapan Executive Committee in partnership with the Department of Education Region III will celebrate the "Teacher Heroism Day" on January 31, 2025 thru a simple tribute program for teachers.

II. BUDGETARY REQUIREMENT

Supply and Delivery of Grocery Packs to be given to the teachers for the Tribute to Teacher Heroes 2025 in the City of San Fernando, Pampanga is included in PPMP with **Ref. No. 2025-1524** and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of ONE HUNDRED FIFTY THOUSAND PESOS (P 150,000.00).

III. OBJECTIVES

- To commemorate the Teachers Heroism Day.
- To increase the awareness of the Fernandino students on the heroism of the Fernandino Teachers.
- To take pride on our glorious past.

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
150	Pax	Grocery packs (in Red Eco bag of: - 180grams coffee 1pc. - 400 grams coffee creamer 1pc.	January 27-30, 2025	C690 .Central storage qj

		<ul style="list-style-type: none"> - 1kilo sugar 1 pc. - 220grams cheese spread 1 pc. - 5 packs noodles - 3 pcs canned goods 		
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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. The Delivery Period shall be on January 27-30, 2025, in the City of San Fernando Pampanga.
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 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 grocery packs being required by the project/ program;
- b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule; and
- c. Assign a representative who will coordinate and comply with all the documentary requirements of the project.

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:


Raymond Feliciano
Project Manager

Approved by:


Ma. Lourdes Carmella Jade D. Pangilinan
City Tourism and Investment Promotions Officer

CONFORME:

Signature over Printed Name

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.