



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 Department Meetings of the City Tourism and Investment Promotion Office for the year 2025 in the City of San Fernando, Pampanga subject to Ordering Agreement**

Location of the Project : **City Tourism and Investment Promotions Office**

Company Name _____ Date : **Jan 28, 2025**

PR No. : **2025-01-00115**

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, February 3, 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	35	pax	Regular Snacks Set MA1 – AB4 - Jumbo Hotdog Sandwich - 300ml Coke Mismo			
2	35	pax	Regular Snacks Set MA10 – AB3 - Pancit Canton with 2 pcs Kutsinta - 330ml Mineral Water			
3	35	pax	Regular Snacks Set MA12 – AB1 - Special Baked Mac with garlic bread - 230ml C2 Solo			
4	35	pax	Regular Snacks Set MA16 – AB3 - Pancit Palabok with 1 puto pao - 330ml Mineral Water			
5	35	pax	Regular Snacks Set MA14 – AB3 - Sopas with 2 pcs Siomai - 330ml Mineral Water			
6	35	pax	Regular Snacks Set MA11 – AB2 - Cheesy Spaghetti with garlic bread - 250ml Minute Maid			
7	35	pax	Regular Snacks Set MA8 – AB1 - Special Cheeseburger Sandwich with fries - 230ml C2 Solo			



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Project Title :

Supply and Delivery of Meals to be served for the Department Meetings of the City Tourism and Investment Promotion Office for the year 2025 in the City of San Fernando, Pampanga subject to Ordering Agreement

Location of the Project :

City Tourism and Investment Promotions Office

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
8	35	pax	Regular Snacks Set MA13 – AB1 - Lomi with 2 pcs Putong Puti - 230ml C2 Solo			
9	35	pax	Regular Snacks Set MA9 – AB3 - Pancit Guisado with 1 puto pao - 330ml Mineral Water			
10	35	pax	Regular Snacks Set MA5 – AB2 - Special Chicken Sandwich with Lettuce - 250ml Minute Maid			
11	35	pax	Regular Snacks Set MA1 – AB4 - Jumbo Hotdog Sandwich - 300ml Coke Mismo			
12	35	pax	Regular Snacks Set MA16 – AB3 - Pancit Palabok with 1 puto pao - 330ml Mineral Water			
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 DEPARTMENT MEETINGS OF THE CITY TOURISM AND INVESTMENT PROMOTION OFFICE FOR THE YEAR 2025 IN THE CITY OF SAN FERNANDO, PAMPANGA SUBJECT TO ORDERING AGREEMENT

I. BACKGROUND

The City of San Fernando (P) is continuously awarded as one of the top most business friendly cities in the country. This is largely because of its rich culture and strong partnerships and cooperation between the local government unit and tourism stakeholders, as well as the ingrained culture of excellence among Fernandinos. Furthermore, continuous implementation of programs, enforcement of standards, and capacity building projects help enrich the tourism experience and business industry in the City of San Fernando, Pampanga.

The City Tourism and Investment Promotion Office will conduct monthly department meetings for planning and effective implementation of programs. This will be helpful in further promoting the tourism and business industry and improvement of services for the Fernandinos.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Meals to be served for the Department Meetings of the City Tourism and Investment Promotion Office for the year 2025 in the City of San Fernando, Pampanga subject to Ordering Agreement is included in the PPMP with **Ref. No. 2025-1247** and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **FIFTY THREE THOUSAND THREE HUNDRED FORTY PESOS (P 53,340.00)**

III. OBJECTIVES

The objectives of the Supply and Delivery of Meals to be served for the Department Meetings of the City Tourism and Investment Promotion Office for the year 2025 in the City of San Fernando, Pampanga subject to Ordering Agreement are as follows:

1. To ensure that meals are served during the department meeting considering that it is a policy of the City Government that provision of meals is allowed if the duration of the meeting is more than four (4) hours.
2. To ensure continuous efficiency and active participation of the CTIPO personnel.

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
35	Pax	Regular Snacks Set MA1 – AB4 - Jumbo Hotdog Sandwich - 300ml Coke Mismo	10 days upon issuance of DOC and NTP	Giant Lantern and Tourist Information Center
35	Pax	Regular Snacks Set MA10 – AB3 - Pancit Canton with 2 pcs Kutsinta - 330ml Mineral Water	10 days upon issuance of DOC and NTP	Giant Lantern and Tourist Information Center
35	Pax	Regular Snacks Set MA12 – AB1 - Special Baked Mac with garlic bread - 230ml C2 Solo	10 days upon issuance of DOC and NTP	Giant Lantern and Tourist Information Center
35	Pax	Regular Snacks Set MA16 – AB3 - Pancit Palabok with 1 puto pao - 330ml Mineral Water	10 days upon issuance of DOC and NTP	Giant Lantern and Tourist Information Center
35	Pax	Regular Snacks Set MA14 – AB3 - Sopas with 2 pcs Siomai - 330ml Mineral Water	10 days upon issuance of DOC and NTP	Giant Lantern and Tourist Information Center
35	Pax	Regular Snacks Set MA11 – AB2 - Cheesy Spaghetti with garlic bread - 250ml Minute Maid	10 days upon issuance of DOC and NTP	Giant Lantern and Tourist Information Center
35	Pax	Regular Snacks Set MA8 – AB1 - Special Cheeseburger Sandwich with fries - 230ml C2 Solo	10 days upon issuance of DOC and NTP	Giant Lantern and Tourist Information Center
35	Pax	Regular Snacks Set MA13 – AB1 - Lomi with 2 pcs Putong Puti - 230ml C2 Solo	10 days upon issuance of DOC and NTP	Giant Lantern and Tourist Information Center

35	Pax	Regular Snacks Set MA9 – AB3 - Pancit Guisado with 1 puto pao - 330ml Mineral Water	10 days upon issuance of DOC and NTP	Giant Lantern and Tourist Information Center
35	Pax	Regular Snacks Set MA5 – AB2 - Special Chicken Sandwich with Lettuce - 250ml Minute Maid	10 days upon issuance of DOC and NTP	Giant Lantern and Tourist Information Center
35	Pax	Regular Snacks Set MA1 – AB4 - Jumbo Hotdog Sandwich - 300ml Coke Mismo	10 days upon issuance of DOC and NTP	Giant Lantern and Tourist Information Center
35	Pax	Regular Snacks Set MA16 – AB3 - Pancit Palabok with 1 puto pao - 330ml Mineral Water	10 days upon issuance of DOC and NTP	Giant Lantern and Tourist Information Center

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/ 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 10 days upon issuance of DOC and NTP.
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 (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 by:


Mari Antonette G. Quizon
Administrative Officer II

Approved by:


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

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.