



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 Teacher Retirees (Senior Citizens) during the General Assembly of Teacher Retirees in the City of San Fernando, Pampanga for 2025**

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

Company Name	Date : Jan 28, 2025
Address	PR No. : 2025-01-00128

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	300	set(s)	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 Teacher Retirees (Senior Citizens) during the General Assembly of Retirees in the City of San Fernando, Pampanga

I. BACKGROUND

Teaching is a mental, psychological, and physical demanding profession. It plays a vital role in enlightening individuals through education, passing knowledge to young minds, and shaping the future of human society. Throughout history, society has advanced through the exchange of knowledge, which is why teaching is considered one of the most valuable professions in the world. A brighter future and hope for progress are made possible through quality education. Equal access to education helps overcome discrimination, disparities, and marginalization. Teachers, often referred to as the second most important figures after deities, shape intelligent, capable individuals who will apply practical experiences to create a better future.

Public school teachers are typically required to teach for six hours a day, with an additional two hours designated for non-contact duties such as attending meetings and grading. However, in practice, many teachers work beyond the standard eight hours, often extending their work into weekends and public holidays, which negatively impacts their health and work-life balance. Furthermore, teachers in public schools are frequently called upon to take on non-teaching responsibilities during events such as elections and national censuses, among other occasions.

In line with the 24th Cityhood Anniversary of the City of San Fernando, the Kaganapan Executive Committee, in coordination with the Department of Education City Schools Division will celebrate and recognize the contributions of the Senior Citizen Teacher Retirees on February 3, 2025 thru a simple program.

II. BUDGETARY REQUIREMENT

Supply and Delivery of Grocery Packs to be given to the Teacher Retirees (Senior Citizens) during the General Assembly of Retirees in the City of San Fernando, Pampanga is included in PPMP with **Ref. No. 2025-1584** and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of THREE HUNDRED THOUSAND PESOS (P 300,000.00).

III. OBJECTIVES

- To recognize and celebrate the contributions of Senior Citizen Teacher Retirees.
- To acknowledge and honor the valuable legacy left by retired senior citizen teachers

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	set	Grocery packs (in Red Eco bag of: - 180grams coffee	February 2025	CGSO Central Storage

		<ul style="list-style-type: none"> - 400grams coffee creamer 1 pc. - 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 February 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.