



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 Goods to be used for the Partial/Full Activation of Emergency Operation Center for 2025 in the City of San Fernando, Pampanga subject to Ordering Agreement**

Location of the Project : **City Disaster Risk Reduction and Management Office**

\_\_\_\_\_  
Company Name  
Date : **Feb 3, 2025**  
PR No. : **2025-01-00163**  
\_\_\_\_\_  
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 10, 2025 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Jannelle D.A. Tungcab

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	pack(s)	3 in-1 Twin Pack Coffee (52g), 10pcs/pack			
2	200	pack(s)	Chocolate Drinks (24g), 12pcs/pack			
3	10	pack(s)	Coffee Stirrer, Plastic, 1 kilogram			
4	100	pack(s)	Paper Cup (25pcs/pack)			
5	1500	pc(s)	Assorted Cup Noodles (40g)			
6	100	pack(s)	Fork, Plastic, Disposable (25pcs/pack)			
7	300	pack(s)	Assorted Flavor Biscuits 32g (10pcs/pack)			
8	100	pack(s)	Assorted Regular Biscuits 25g (10pcs/pack)			
<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 GROCERY GOODS TO BE USED FOR THE PARTIAL/FULL ACTIVATION OF EMERGENCY OPERATION CENTER FOR 2025 IN THE CITY OF SAN FERNANDO, PAMPANGA, SUBJECT TO ORDERING AGREEMENT.

#### I.BACKGROUND

Pursuant to the Sangguniang Panlungsod Ordinance no. 2014-010, An Ordinance amending SP Ordinance No. 2012-003, otherwise known as the City Disaster Risk Reduction and Management Code.

In Chapter 4 Section 8, The City Disaster Risk Reduction and Management Council came into form through Republic Act No. 10121. As embodied in this Act, the existing City Disaster Risk Reduction and Management Councils shall henceforth be known as the City Disaster Risk Reduction and Management Council. Thus, there shall be established in this city a City Disaster Risk Reduction and Management Council (CDRRMC).

Through the Resolution No. CDRRMC 2013-02, also known as a Resolution Approving the organizational structure of the Emergency Operations Center of the City of San Fernando, Pampanga. Herein, the adoption of the ICS includes (but is not limited to) the designation of an Emergency Operations Center or EOC which will serve as the policy-making and coordinating body during emergencies/ disasters.

#### II.BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Grocery Goods to be used for the Partial/Full Activation of Emergency Operation Center for 2025 in the City of San Fernando, Pampanga, subject to Ordering Agreement, is included in the PPMP in the amount TWO HUNDRED FIFTY SEVEN THOUSAND AND THREE HUNDRED PESOS (P 257,300.00).

#### III.OBJECTIVES

1. To ensure the continuous efficiency in monitoring, and evaluating in the policy-making and coordination during emergencies/ disasters.

#### 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	packs	3 in-1 Twin Pack Coffee (52g), 10pcs/pack	May-December 2025	Heroes Hall, CSFP
200	packs	Chocolate Drinks (24g), 12pcs/pack		
10	packs	Coffee Stirrer, Plastic, 1 kilogram		

100	packs	Paper Cup (25pcs/pack)		
1,500	pcs	Assorted Cup Noodles (40g)		
100	packs	Fork, Plastic, Disposable (25pcs/pack)		
300	packs	Assorted Flavor Biscuits 32g (10pcs/pack)		
100	packs	Assorted Regular Biscuits 25g (10pcs/pack)		

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. Ensure to supply the requirements upon issuance of DOC.
5. 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)/ Delivery Order Contract (DOC), No Delivery” Policy and comply with the delivery period.
2. The Delivery Period shall be from May-December 2025.
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 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 sheets 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 items 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 the month.
- 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 B. DEL ROSARIO**  
City DRRM Officer

CONFORME:
_____ Signature over Printed Name
_____ Date

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.