



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 Tokens to be given during the Conduct of Holistic Gender and Development for 2025 in the City of San Fernando, Pampanga**
Location of the Project : **City Administrator's Office**

Company Name	Date : Feb 4, 2025
Address	PR No. : 2025-02-00204

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, February 11, 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	1810	pc(s)	TOKENS Chocolate Bar 160g Melting temperature 20 Degrees Celsius Product Dimensions L 19cm x W 9cm x H 2cm			
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 Tokens to be given during the Conduct of Holistic Gender and Development for 2025 in the City of San Fernando, Pampanga

I. BACKGROUND

Pursuant to R.A. No. 7160 otherwise known as the Local Government Code of 1991, particularly Section 444(b)(1) provides that the Chief Executive shall exercise general supervision and control over all programs, projects, services, and activities of the local government.

II. BUDGETARY REQUIREMENT

The City Government of San Fernando, Pampanga through the leadership of Mayor Vilma B. Caluag consistently adheres in the empowerment of Women and the attainment of Gender Equality in the City.

Thus, one of its priority programs is the Localization of MAGNA CARTA in the City of San Fernando, Pampanga. To implement this law, the GAD mainstreaming is being institutionalized in all programs and projects of the Local Government Unit towards Gender Responsive Governance.

To achieve this goal, the LGU through the GAD Focal Point System in partnership with the City Human Resource Management Office ensures that GAD Mainstreaming in the City's Governance is well understood and implemented in every office' plans, programs and activities.

To promote activities that would further enhance and develop the wellbeing of its human resources and gender equality in the workplace. The City Government seeks to establish awareness and appreciation of the value of gender-inclusivity among its workforce through the conduct of Holistic Development Programs.

The Budgetary Requirement for the Supply and Delivery of Tokens to be given during the Conduct of Holistic Gender and Development for 2025 in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2025-1638 of the City Government, which is in the amount of **FIVE HUNDRED THIRTY NINE THOUSAND THREE HUNDRED EIGHTY PESOS ONLY (PhP 539,380.00)**

III. OBJECTIVES

Through this activity, we expect the participants to:

1. To recognize their valuable role towards sustainable development and good governance.
2. To level-off participants in the understanding that women and men define and characterize equally the social life in its political, economic, cultural and social facets.
3. To level-off employees on GAD mainstreaming and its impact to the appropriateness of program intervention and services

SOURCE OF FUNDS: SPA-GAD ADVOCACY 3000-2-113-013-006

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
1,810.00	pc(s)	TOKENS Chocolate Bar 160g Melting temperature 20 Degrees Celsius Product Dimensions L 19cm x W 9cm x H 2cm	February 2025	On-site

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 to supply the requirements upon issuance of DOC.
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)/ Delivery Order Contract (DOC), No Delivery" Policy and comply with the delivery period.
2. The Delivery Date shall be on February 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 of CGSO-PSMD.

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.

DELIVERABLES BY THE SUPPLIER/ CONTRACTOR AND THE CITY GOVERNMENT

The deliverables of the supplier/ contractor shall be as follows:

- a. Provide the quantity of tokens 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 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:



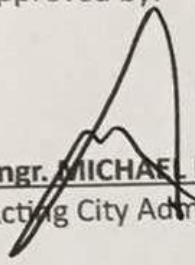
Ms, AMALIA A. CATACUTAN
GFPS TWG CHAIRPERSON
Procurement Officer/End-User

CONFORME:

Signature over Printed Name

Date

Approved by:



Engr. MICHAEL N. QUIZON Jr.
Acting City Administrator

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.