



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 during the dialogue & consultations with different community, associations, election of HOA Officers and other related activities for 2025 in the City of San Fernando, Pampanga subject to Ordering Agreement**

Location of the Project : **City Administrator's Office - Local Housing and Settlement Division**

Company Name _____ Date : **Feb 11, 2025**

Address _____ PR No. : **2025-02-00226**

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 17, 2025 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Paolo Cesar E. Areola


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	267	pax	MA9 pancit guisado with 1 puto pao, AB4 300ml coke mismo			
2	260	pax	MA5 special chicken sandwich w/ lettuce, AB4 300ml coke mismo			
3	260	pax	MA16 pancit palabok w/ 1 puto pao, AB2 250ml minute maid			
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 COMMUNITY ORGANIZING, DIALOGUES/CONSULTATIONS AND OTHER RELATED MEETINGS WITH DIFFERENT COMMUNITY ASSOCIATIONS AND GOVERNMENT DEPARTMENT/AGENCIES FOR 2025 IN THE CITY OF SAN FERNANDO, PAMPANGA SUBJECT TO ORDERING AGREEMENT

I. BACKGROUND

Relative to the LHSD – CSFP office's objectives to eliminate urban squatting in the city, various Socialized Housing Programs are being implemented. These includes the Community Mortgage Program of the Social Housing Finance Corporation (SHFC), construction, development and management of Resettlement Sites by national housing agencies like the National Housing Authority, full implementation of Executive Order No. 48 for Informal Settlers Families (ISFs) living in PNR – Non-Core Properties and assisting ISF's in the successful implementation of their Direct Purchase agreements with private landowners.

In the implementation of these programs, the LHSD – CSFP office engages in the organization and registration to proper agencies of various community associations, conducts updated census/masterlist of affected ISFs living in danger areas, those with eviction notices from Courts and families affected by government projects.

Likewise, various activities such as Consultative Meetings, General Assembly Meetings for Homeowners Associations, Monthly Meetings for the Urban Poor Federation of the CSFP are being held thru the initiatives of the LHSD – CSFP office. Further, to discuss policies pertaining to housing issues within the city, Meetings of the Local Inter-Agency, Local Housing Board and Local Committee Against Squatting Syndicates and Professional Squatters are convened with the office serving as secretariat in these activities.

II. BUDGETARY REQUIREMENT

The Approved Budgetary Requirement for the supply and delivery of meals to be served during the conduct of Community Organizing and other related meetings, dialogues/consultations with different community associations and government department/agencies for 2025 subject to Ordering Agreement is included in the PPMP with Ref. 2025-1113 which is in the amount of P100,000.00.

III. OBJECTIVES

The objectives are as follows:

- a. To ensure that meals are served during the entire conduct of the activity; and
- b. To ensure continuous efficiency and active participation of participants in the successful implementation of housing policies in the city

IV. TERMS AND CONDITION

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
267	pax	Meals (Regular Snacks) @Php127.00/pax	January – December 2025	Local Housing & Settlement Division, City Hall, Sto. Rosario, CSFP
260	pax	Meals (Regular Snacks) Php127.00/pax		
260	pax	Meals (Regular Snacks) Php127.00/pax Total: Php99, 949.00		

B. Procurement Process

1. For the End-User, ensure the completion of the documents 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 of 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.
- a. Delivery/Implementation period
1. Strictly observe the "No Purchase Order (PO)/Contracts, No Delivery" Policy and comply with the delivery period.
 2. During the delivery, strictly follow the provisions enumerated in the Terms and Condition of the PO/Contract including the Delivery Schedule, Penalty, among others.
 3. 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.
 4. Coordination with the supplier/contractor shall be the function of the CGSO- PMD as its mandate.
 5. For on-site 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.
- b. Inspection and Acceptance

1. The End-user shall accept the delivery with the (1) delivery receipt 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 SERVICE PROVIDER AND THE CITY GOVERNMENT

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

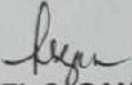
- Provide the quantity of meals being required by the project/program; and
- Strictly follow the specifications and timely provision of requirements based on the delivery schedule.
- Good quality, safe, wholesome and nutritious meals, snacks and beverages in compliance with requirements of all food safety standards

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.

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:



HAZEL S. GAN
HHRO I

Recommending Approval:



Engr. MICHAEL N. QUIZON, JR.
Acting City Administrator

CONFORME:
_____ Signature over Printed Name
_____ Date