



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 Women's Health Care Program: Buntis Party of the City Health Office for 2025 in the City of San Fernando, Pampanga subject to Ordering Agreement**

Location of the Project : **City Health Office**

Company Name
Date : **Feb 18, 2025**
PR No. : **2025-02-00287**

Address

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 25, 2025 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Rachelle M. Pangilinan

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
1st Quarter						
1	600	pax	SNACKS MA12 Special Baked Mac with Garlic Bread			
2nd Quarter						
2	600	pax	SNACK MA8 Special Cheeseburger with Fries			
3rd Quarter						
3	600	pax	SNACK MA11 Cheesy Spaghetti with Garlic Bread			
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 Women's Health Care Program: Buntis Party of the City Health Office for 2025 in the City of San Fernando, Pampanga subject to Ordering Agreement

I. BACKGROUND

A Buntis Party is a community event organized for pregnant women (buntis) in various communities, often hosted by local health centers, hospitals, or organizations. The event aims to promote maternal health, provide education, and encourage expectant mothers to seek proper prenatal care. The gathering also fosters a supportive environment where pregnant women can share experiences, gain knowledge, and access healthcare services.

II. BUDGETARY REQUIREMENT

The budgetary requirement for Supply and Delivery of Meals to be served for the Women's Health Care Program: Buntis Party of the City Health Office for 2025 in the City of San Fernando, Pampanga subject to Ordering Agreement is included in the PPMP with Ref. No. 2025-999 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of ONE HUNDRED EIGHTY THREE THOUSAND SIX HUNDRED PESOS (Php 183,600.00).

III. OBJECTIVES

A Buntis Party is an event usually held for expectant mothers to provide them with useful information, support, and resources during pregnancy. The event is typically organized by health centers, hospitals, community organizations, or even local governments to promote maternal health and ensure that pregnant women have access to the proper care and knowledge.

- To educate expectant mothers about prenatal care, proper nutrition, exercise, and other aspects of a healthy pregnancy.
- To raise awareness about the importance of regular check-ups and early detection of complications.
- To encourage family planning and birth spacing.
- To give away maternity kits or supplies such as vitamins, baby clothes, diapers, and hygiene products to help expecting mothers.
- To highlight existing programs for maternal and child health services, such as free prenatal check-ups, vaccinations, and government healthcare support.

IV. COVERAGE/SERVICES

- Prenatal Education: Prenatal care, Proper Nutrition, Newborn Care, Breastfeeding, Immunization Program, and Family Planning.
- Health Services: Prenatal check-up, Vaccinations, Blood Tests, and Dental check-up.
- Distribution of Essential Supplies: Newborn Starter Kits, Vitamins and Supplements.
- Games and Raffles.

V. TERMS AND CONDITIONS

During the procurement and delivery/ implementation of the contract, the end user and the supplier/ contractor shall:

- a. Specifications/ Schedule of Requirements

Quantity	Unit	Item Description/ Specifications	Delivery Date	Location
600	pax	SNACKS MA12 Special Baked Mac with Garlic Bread	March 2025	Birthing Stations 1-6 of the CSFP -San Jose -Sindalan -San Nicolas -San Agustin -Northville Ph1 -San Isidro
600	pax	SNACK MA8 Special Cheeseburger with Fries	June 2025	
600	pax	SNACK MA11 Cheesy Spaghetti with Garlic Bread	September 2025	

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 confirmed 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 in **March, June, and September 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 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 to notify 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.

I. 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 of 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:


JAIRA P. NATIVIDAD, MD
Women's Health Care Program Manager

Noted by:


ROWENA L. SALAS, MD, MHA
City Health Officer II

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.