



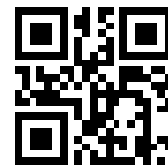
Republic of the Philippines
Province of Pampanga

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 ECCD Early Years Fair 2025 in the City of San Fernando, Pampanga**
Location of the Project : **City Social Welfare and Development Office**

Company Name _____ Date : **Feb 19, 2025**
PR No. : **2025-02-00303**
Address _____

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Wednesday, February 26, 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
Cluster 1						
1	250	pax	MC7 Baked Mac with chicken sandwich AB3 330ml mineral water			
Cluster 2						
2	250	pax	MC5 1 cup Carbonarra with clubhouse sandwich (1 whole) AB3 330ml mineral water			
Cluster 3						
3	250	pax	MC6 1 cup Spaghetti with cheese burger AB3 330ml mineral water			
Cluster 4						
4	250	pax	MC9 1 cup Lasagna with 4 pcs garlic bread AB3 330ml mineral water			
Cluster 5						
5	250	pax	MC8 1 cup Seafood Marinara with ham and cheese sandwich AB3 330ml mineral water			
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 DURING THE ECCD EARLY YEARS FAIR 2025 IN THE CITY OF SAN FERNANDO, PAMPANGA

I. BACKGROUND

Pursuant to Section 2 of the Republic Act No. 10410, known as the Early Years Act (EYA) of 2013, the state shall institutionalize a National System for Early Childhood Care and Development (ECCD) that is comprehensive, integrative, and sustainable, that involves multi-sectoral and interagency collaboration at the national and local levels among government; among service providers, families and communities, and among the public and private sectors, non-government organizations, professional associations and academic institutions;

Republic Act 10410, or the Early Years Act of 2013 was enacted recognizing the age from zero to eight years as the first crucial stage of educational development. In the same Act, the National System for Early Childhood Care and Development was institutionalized, focusing on providing and implementing programs that provide basic holistic needs of young children to ensure their optimum growth and development. The National Child Development Center (NCDC) is one of the key components of the said system. It is the community-based flagship program of the Early Childhood Care and Development Council that serves as the venue for the implementation of early learning program and family support program. The NCDCs goals are to introduce best practices to the integrated early childhood care and development services to children aged zero to four, to serve as a laboratory for conducting research and innovations about ECCD service providers and to serve as the resource center for the community to enhance parenting skills and capabilities.

Activity 1: The Early Years Fair is an influential advocacy initiative that heightens awareness and interest in ECCD services at both the national and community levels. It serves as a catalyst for forging alliances and fostering partnership among child development stakeholders.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Meals to be served during the ECCD Early Years Fair 2025 in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2025-1690 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **TWO HUNDRED EIGHTY-SIX THOUSAND TWO HUNDRED FIFTY PESOS (P286,250.00)**

III. OBJECTIVES

The objectives of the Supply and Delivery of Meals to be served during the ECCD Early Years Fair 2025 in the City of San Fernando, Pampanga is:

- To increase coverage of early childhood care and development services among 0 to 4 years old children based on the national model set by the ECCD Council that is comprehensive, integrative and sustainable for universal ECCD access.

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
250	Pax	Cluster 1 MC7 Baked Mac with chicken sandwich AB3 330ml mineral water	March 17-21, 2025	Within the City of San Fernando, Pampanga
250	Pax	Cluster 2 MC5 1 cup Carbonarra with clubhouse sandwich (1 whole) AB3 330ml mineral water		
250	Pax	Cluster 3 MC6 1 cup Spaghetti with cheese burger AB3 330ml mineral water		
250	Pax	Cluster 4 MC9 1 cup Lasagna with 4 pcs garlic bread AB3 330ml mineral water		
250	Pax	Cluster 5 MC8 1 cup Seafood Marinara with ham and cheese sandwich AB3 330ml mineral water		

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. 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 Purchase Order (PO).
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 Period shall be on March 17-21, 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 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 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 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 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 by:


MARICONNE KRIZETTE R. GA
Administrative Officer II

Approved by:


AILEEN C. VILLANUEVA
CSWD 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.