



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 ESU Services - FHSIS Data Reconciliation, PIR and Strategic Planning of the City Health Office for 2025 in the City of San Fernando, Pampanga**

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


		Date : Feb 19, 2025
Company Name		PR No. : 2025-02-00304
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:

Lorraine Kate M. Escoto


 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	250	pax	LUNCH BUFFET: BA2 Steamed rice, Beef Broccoli, Chicken Fillet, BBQ Ribs, Dessert, and Drinks			
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 ESU Services - FHSIS Data Reconciliation, PIR and Strategic Planning of the City Health Office for 2025 in the City of San Fernando, Pampanga

I. BACKGROUND

Field Health Services Information System (FHSIS) is a crucial opportunity for the City Health Office and its stakeholders to assess the progress of the health programs and services implemented and identify opportunities for improvement in the upcoming quarter. The FHSIS is a nationwide facility-based recording and reporting system of the Department of Health, which offers critical data for decision-making by administrators, planners, and policymakers in the government and private sector. Through this strategic planning and program review, the City Health Office and its stakeholders aim to evaluate the effectiveness of the health interventions implemented and identify gaps, issues, and concerns in implementing the health programs and services.

The review and planning will also provide a platform to share and adapt good practices of rural health units, discuss indicator-based issues and concerns, and recognize the contributions of individuals and organizations who have actively supported the City Health Office's initiatives. By conducting the abovementioned activity, the City Health Office and its stakeholders can direct their efforts toward their objectives, strengthen coordination and collaboration, and ensure they are on track to improving the community's health and well-being.

II. BUDGETARY REQUIREMENT

The budgetary requirement for the **Supply and Delivery of Meals to be served for the ESU Services - FHSIS Data Reconciliation, PIR and Strategic Planning of the City Health Office for 2025 in the City of San Fernando, Pampanga** is included in the PPMP with the **Ref. No. 2025-647** and is already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **NINETY-NINE THOUSAND PESOS (99,000.00)**.

III. OBJECTIVES

The objectives of the **Supply and Delivery of Meals to be served for the ESU Services - FHSIS Data Reconciliation, PIR and Strategic Planning of the City Health Office for 2025 in the City of San Fernando, Pampanga** are as follows:

- To assess and evaluate the progress of the accomplishment reports of each barangay and rural health unit.
- To identify issues and concerns in the implementation of health indicators and services and develop strategies to address them.
- To assess the effectiveness of health interventions, solicit feedback and suggestions, strengthen coordination and collaboration among stakeholders, discuss emerging health issues, and recognize the contributions of individuals and organizations.

IV. COVERAGE/SERVICES

- According to the constituency perspective, the City Health Office's strategic objective is to reduce morbidity and mortality among Fernandinos.

V. 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

MEALS

Quantity	Unit	Item Description/ Specification	Delivery Date	Location
250	pax	LUNCH BUFFET: BA2 Steamed rice, Beef Broccoli, Chicken Fillet, BBQ Ribs, Dessert, and Drinks	APRIL 2025	CSFP

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 on **APRIL 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 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.

VI. 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 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:


KRISSETTE ARAH F. DAVID, MD
CESU Manager

Noted by:


ROWENA L. SALAS, MD
City Health Officer II

<p>CONFORME:</p> <hr/> <p>Signature over Printed Name</p> <hr/> <p>Date</p>

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