Republic of the Philippines
Province of Pampanga
City of San Fernando
Office of the Bids and Awards Committee
REQUEST FOR QUOTATION
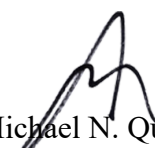*(FM-CSFP-CGSO-39; Revision No.03; 04/01/2022)*

Project Title :   **Supply and Delivery of Meals to be served during the Council and Committee Meetings of the Local Council for the Protection of Children (LCPC) for 2025 in the City of San Fernando, Pampanga**

Location of the Project :   **City Social Welfare and Development Office**

Company Name	Date : **Feb 19, 2025**
Address	PR No. : **2025-02-00329**

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
			1st Meeting			
1	60	pax	Set MC1-AB2 --1 cup Pancit Palabok with chicken sandwich, 250ml minute maid			
			2nd Meeting			
2	60	pax	Set MC2-AB2 --1 cup Pancit Bihon with cheesy ensaymada, 250ml minute maid			
			3rd Meetings			
3	60	pax	Set MC3-AB2 --1 cup Pancit Canton w/1/2 size clubhouse sandwich, 250ml minute maid			
			4th Meeting			

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Location of the Project : **City Social Welfare and Development Office**

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
4	60	pax	Set MC1-AB2 --1 cup Pancit Palabok with chicken sandwich, 250ml minute maid			
			1st Special Meeting			
5	60	pax	Set MA5-AB2 --Special Chicken Sandwich with Lettuce, 250ml minute maid			
			2nd Special Meeting			
6	60	pax	Set MA8-AB2 --Special Cheese Burger Sandwich regular size, 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 DURING THE COUNCIL AND COMMITTEE MEETINGS OF THE LOCAL COUNCIL FOR THE PROTECTION OF CHILDREN (LCPC) FOR 2025 IN THE CITY OF SAN FERNANDO, PAMPANGA

I.BACKGROUND

Pursuant to the City Ordinance No. 2011-015 known as "The Comprehensive Welfare Code for the Children of the City of San Fernando, Pampanga", the Local Council for the Protection of Children (LCPC) was institutionalized to promote, develop and protect the children's physical, moral, spiritual, intellectual and social well-being and shall insist patriotism and nationalism, and encourage their own involvement in public and civic affairs in communities where they live and the city in general, hence a support system to ensure attainment of the policies espoused by the City.

The LCPC ass a committee is responsible in planning and spearheading programs for the children at the local level with the end view of making the locality child friendly has a crucial role in the protection children in every local government, hence, the LCPC must be strengthened as the primary agency to coordinate assist the LGUs in the formulation of a comprehensive plan for children's welfare and to oversee its proper implementation.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Meals to be served during the Council and Committee Meetings of the Local Council for the Protection of Children (LCPC) for 2025 in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2025-975 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **SIXTY-THREE THOUSAND PESOS (PHP 63,000.00).**

III.OBJECTIVES

The objective of the program is to institutionalize and strengthen the Local Council for the Protection of Children (LCPC) of the city. Through the capacity of the LCPC, it shall promote the conduct of an efficient and effective child rights advocacy and shall facilitate joint planning, monitoring, and evaluation of children's program in every barangay.

Specific objectives:
1. Plan, develop, assess, and evaluate Programs/Projects/Activities (PPAs) for the welfare of children;
2. Monitor the four (4) gifts for children;
3. Ensure and monitor enforcement of laws/policies for the survival, development, protection, and participation of children.

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

    b.

Session No.	Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
1	60	Pax	1ST MEETING Set MC1-AB2 --1 cup Pancit Palabok with chicken sandwich, 250ml minute maid	MARCH-DECEMBER 2025	On-Site
2	60	Pax	2ND MEETING Set MC2-AB2 --1 cup Pancit Bihon with cheesy ensaymada, 250ml minute maid		
3	60	Pax	3RD MEETING Set MC3-AB2 --1 cup Pancit Canton w/1/2 size clubhouse sandwich, 250ml minute maid		
4	60	Pax	4TH MEETING Set MC1-AB2 --1 cup Pancit Palabok with chicken sandwich, 250ml minute maid		
5	60	Pax	1ST SPECIAL MEETING Set MA5-AB2 --Special Chicken Sandwich with Lettuce, 250ml minute maid		
6	60	Pax	2ND SPECIAL MEETING Set MA8-AB2 --Special Cheese Burger Sandwich regular size, 250ml minute maid		

    c. 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/ 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.

d. 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 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.

e. 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.

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 the 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.

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Terms of Reference

SUPPLY AND DELIVERY OF MEALS TO BE SERVED DURING THE COUNCIL AND COMMITTEE MEETINGS OF THE LOCAL COUNCIL FOR THE PROTECTION OF CHILDREN (LCPC) FOR 2025 IN THE CITY OF SAN FERNANDO, PAMPANGA

Prepared by:

GEORGIE D. SALVADOR JR.
Social Welfare Assistant

Approved by:

AILEEN C. VILALNUEVA, RSW
CSWD Officer, End-user

CONFORME:
Signature over Printed Name
Date

Note: The 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.

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