



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 Salary Distribution of the Kayabe Ka-SPES Beneficiaries, TWG and Guests of SPES the City Public Employment Service Office for 2025 in the City of San Fernando, Pampanga**

Location of the Project : **City Public Employment Services Office**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

Date : **Feb 24, 2025**

PR No. : **2025-02-00372**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, March 3, 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
1	450	pax	MF1 Pork or Chicken Adobo 3 pcs Fish Fillet Banana/Pastries 1 cup Rice			
2	450	pax	AB2 230ml minute maid			
<b>Total Amount:</b>						

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 KAYABE KA-SPES SALARY DISTRIBUTION OF BENEFICIARIES, TWG, AND GUESTS OF SPES FOR 2025 IN THE CITY OF SAN FERNANDO, PAMPANGA

#### I.BACKGROUND

Pursuant to R.A. No. 7160, otherwise known as the Local Government Code of 1991, particularly Section 444(b)(1) provides that the Chief Executive shall exercise general supervision and control over all programs, projects, services, and activities of the local government.

In the City Government of San Fernando, Pampanga, the City Public Employment Services Office (CPESO) also known as Public Employment Service Office (PESO) is one of the departments of the city government. The newly established Department of the City Public Employment Services Office (CPESO) under the City Ordinance 2023-044 is a non-fee charging multi-dimensional employment service facility or entity established in all Local Government Units (LGUs) in coordination with the Department of Labor and Employment (DOLE) pursuant to R.A. No. 8759 or the PESO Act of 1999 as amended by R.A. No. 10691. The CPESO will conduct the Kayabe Ka-SPES Salary Distribution of Beneficiaries, TWG, and Guests of SPES for 2025.

#### II.BUDGETARY REQUIREMENT

The budgetary requirement for the Supply and Delivery of meals to be served for the Kayabe Ka-SPES Salary Distribution of Beneficiaries, TWG, and Guests of SPES for 2025, of the City Public and Employment Services Office in the City of San Fernando, Pampanga, is included in the PPMP with the Ref. No. **2025-442** and already included in the Annual Investment Plan (AIP) of the City Government, which is in the amount of **ONE HUNDRED THREE THOUSAND AND FIFTY PESOS (P 103,050.00)**

#### III. OBJECTIVES

The objectives of the Supply and Delivery of meals to be served for the Kayabe Ka-SPES Salary Distribution of Beneficiaries, TWG, and Guests of SPES for 2025, of the City Public and Employment Services Office for 2025 of the City Public and Employment Services Office in the City of San Fernando, Pampanga are as follows:

1. To ensure that meals are served during the activity considering that it is a policy of the City Government that provision of supplies is allowed if the duration of the meeting is more than four (4) hours; and
2. To ensure the continuous efficiency and active participation of the employer's, guest and working group.

#### 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*

*(see next page)*

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
450	Pax	MF1 Pork/Chicken Adobo 3pcs Fish Fillet Banana/pastries 1 Cup Rice	June 2025	Heroes Hall, CSFP
450	Pax	AB2 230ML Minute Maid		

**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 transaction 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. 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 June 2025, and the contract shall end by the end of June 2025. By the end of the contract, the end-user can no longer prepare DOC will be issued for the purpose.
3. During the delivery, strictly follow the provisions enumerated in the Terms and Condition of the PO/ Contract including the Delivery Schedule and 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 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 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.

#### **V. DELIVERABLES BY THE SUPPLIER/ CONTRACTOR AND THE CITY GOVERNMENT**

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

- a. Provide 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 the delivery.
- b. End- user shall monitor the delivery.
- c. The Procurement Officer shall assist in the monitoring and on- time payment of the supplier/ contractor.
- 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:

  
**JEHANNE ANGELICA S. TIAMZON**  
Administrative Officer II/ End- user

Approved by:

  
**MARY ANN C. BILIWANG**  
Acting CPESO Manager ✦

CONFORME:

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Date