



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 HEMS- 3 Days Standard First Aid (SFA) Training 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 : Mar 3, 2025 |
| Address | PR No. : 2025-02-00378 |

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

Canvassed by:

Approved by:

Camille C. Mendiola


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 |
|----------------------|-----|------|---|---------|------------|-------|
| Batch 1 Day 1 | | | | | | |
| 1 | 40 | pax | AM SNACK MB6 1 Cup Carbonarra with Garlic Bread Drinks – 250ml Minute Maid Tetra Pack | | | |
| 2 | 40 | pax | LUNCH MF1 Pork Adobo 3 pcs Fish Fillet Banana/Pastries 1 Cup Rice Drinks – 250ml Minute Maid Tetra Pack | | | |
| 3 | 40 | pax | PM SNACK MB7 1 Cup Spaghetti with Ham Sandwich Drinks – 250ml Minute Maid Tetra Pack | | | |
| Batch 1 Day 2 | | | | | | |
| 4 | 40 | pax | AM SNACK MB8 1 Cup Goto with Tokwat Baboy Drinks – 250ml Minute Maid Tetra Pack | | | |
| 5 | 40 | pax | LUNCH MF2 Pork Kare Kare 1 pc Fried Chicken Banana/Pastries 1 Cup Rice Drinks – 250ml Minute Maid Tetra Pack | | | |
| 6 | 40 | pax | PM SNACK MB9 1 Cup Arroz Caldo with Turon Drinks – 250ml Minute Maid Tetra Pack | | | |
| Batch 2 Day 1 | | | | | | |



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 HEMS- 3 Days Standard First Aid (SFA) Training 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**

| Item No. | Qty | Unit | Item Description | Remarks | Unit Price | Total |
|----------------------|-----|------|---|---------|------------|-------|
| 7 | 40 | pax | AM SNACK MB6 1 Cup Carbonarra with Garlic Bread Drinks – 250ml Minute Maid Tetra Pack | | | |
| 8 | 40 | pax | LUNCH MF1 Pork Adobo 3 pcs Fish Fillet Banana/Pastries 1 Cup Rice Drinks – 250ml Minute Maid Tetra Pack | | | |
| 9 | 40 | pax | PM SNACK MB7 1 Cup Spaghetti with Ham Sandwich Drinks – 250ml Minute Maid Tetra Pack | | | |
| Batch 2 Day 2 | | | | | | |
| 10 | 40 | pax | AM SNACK MB8 1 Cup Goto with Tokwat Baboy Drinks – 250ml Minute Maid Tetra Pack | | | |
| 11 | 40 | pax | LUNCH MF2 Pork Kare Kare 1 pc Fried Chicken Banana/Pastries 1 Cup Rice Drinks – 250ml Minute Maid Tetra Pack | | | |
| 12 | 40 | pax | PM SNACK MB9 1 Cup Arroz Caldo with Turon Drinks – 250ml Minute Maid Tetra Pack | | | |
| 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 HEMS- 3 Days Standard First Aid (SFA) Training of the City Health Office for 2025 in the City of San Fernando, Pampanga. subject to Ordering Agreement

I. Background

Standard First Aid Training incorporates all of Emergency First Aid and is designed for those who require a more in depth understanding of first-aid including: legal implications of first aid treatment, spinal injuries, chest injuries and medical emergencies.

First Aid, if successfully given, significantly avoids worsening and complications from injury. Educating a community to administer prompt and effective First Aid is a key element of emergency preparedness. Persons trained in First Aid have a greater appreciation of the safety, prevention, and risk reduction and management. They become an advocate of safety awareness and preparedness for emergencies for their family, organization and community.

This training intends to develop the capabilities to provide First Aid interventions in times of emergencies among health personnel and laypersons.

II. Budgetary Requirement

Supply and Delivery of Meals to be served for the HEMS- 3 Days Standard First Aid (SFA) Training of the City Health Office for 2025 in the City of San Fernando, Pampanga. subject to Ordering Agreement is included in the PPMP with **Reference no. 2025-1689** and already included in the Annual Procurement Plan of the City Government, which is in the amount of **ONE HUNDRED THOUSAND THREE HUNDRED TWENTY PESOS (100,320.00)**.

III. Objectives

Supply and Delivery of Meals to be served for the HEMS- 3 Days Standard First Aid (SFA) Training of the City Health Office for 2025 in the City of San Fernando, Pampanga. subject to Ordering Agreement are as follows:

1. Advocate the importance of Standard First Aid training in workplace and in community
2. To train personnel to act and response in case of emergencies.
3. To collaborate with various stakeholders to conduct more SFA training.
4. To update and equip the knowledge, skills and attitude of our response teams and employees

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

BATCH 1

| Qty | Unit | Item Description | Delivery Date | Location |
|-----|------|--|---------------------------------------|-------------------------------|
| 40 | Pax | AM SNACK MB6 1 Cup Carbonarra with Garlic Bread Drinks – 250ml Minute Maid Tetra Pack | DAY 1 March to December 2025 | Heroes Hall, Tiburcio hall |
| 40 | Pax | LUNCH MF1 Pork Adobo 3 pcs Fish Fillet Banana/Pastries 1 Cup Rice Drinks – 250ml Minute Maid Tetra Pack | | |
| 40 | Pax | PM SNACK MB7 1 Cup Spaghetti with Ham Sandwich Drinks – 250ml Minute Maid Tetra Pack | | |
| 40 | Pax | AM SNACK MB8 1 Cup Goto with Tokwat Baboy Drinks – 250ml Minute Maid Tetra Pack | DAY 2 March to December 2025 | Heroes Hall, Tiburcio hall |
| 40 | Pax | LUNCH MF2 Pork Kare Kare 1 pc Fried Chicken Banana/Pastries 1 Cup Rice Drinks – 250ml Minute Maid Tetra Pack | | |
| 40 | Pax | PM SNACK MB9 1 Cup Arroz Caldo with Turon Drinks – 250ml Minute Maid Tetra Pack | | |

BATCH 2

| Qty | Unit | Item Description | Delivery Date | Location |
|-----|------|---|---------------------------------------|-------------------------------|
| 40 | Pax | AM SNACK MB6 1 Cup Carbonarra with Garlic Bread Drinks – 250ml Minute Maid Tetra Pack | DAY 1 March to December 2025 | Heroes Hall, Tiburcio hall |
| 40 | Pax | LUNCH MF1 Pork Adobo 3 pcs Fish Fillet Banana/Pastries 1 Cup Rice Drinks – 250ml Minute Maid Tetra Pack | | |

| | | | | |
|----|-----|---|---------------------------------------|----------------------------|
| 40 | Pax | PM SNACK MB7 1 Cup Spaghetti with Ham Sandwich Drinks – 250ml Minute Maid Tetra Pack | | |
| 40 | Pax | AM SNACK MB8 1 Cup Goto with Tokwat Baboy Drinks – 250ml Minute Maid Tetra Pack | DAY 2 March to December 2025 | Heroes Hall, Tiburcio hall |
| 40 | Pax | LUNCH MF2 Pork Kare Kare 1 pc Fried Chicken Banana/Pastries 1 Cup Rice Drinks – 250ml Minute Maid Tetra Pac | | |
| 40 | Pax | PM SNACK MB9 1 Cup Arroz Caldo with Turon Drinks – 250ml Minute Maid Tetra Pack | | |

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 admission 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 March to December 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.

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 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. Procurement Officer shall assist in the monitoring, delivery and on-time payment of the supplier.
- d. Provide the necessary and readily-available documents such as during the conduct of post – audit.
- e. Evaluate the performance of the supplier/contractor and case in case theirs is a violation to the Contract/Agreement, prepare a verified report.

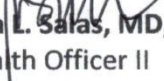
Prepared by:


Rachel Anne A. Uray, RN
HEMS Nurse Coordinator

Noted by:


Edzel M. Magtoto, MD
HEMS Medical Coordinator

Approved 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.