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 various Committee Hearing of SP members for 2nd Quarter of 2025 in the City of San Fernando, Pampanga**

Location of the Project : **Office of the Sangguniang Panlungsod**

_____
Company Name

_____
Address

Date : **Apr 3, 2025**

PR No. : **2025-03-00727**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, April 7, 2025 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Lorraine Kate M. Escoto

Approved by:

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	100	pax	Set MC9-AB2 1 Lasagna with 4pcs Garlic Bread 250ml minute maid			
2	100	pax	Set MC5-AB2 1 cup Carbonarra with Clubhouse Sandwich 250ml minute maid			
3	100	pax	Set MC7-AB4 1 cup Baked Mac with Chicken Sandwich 300ml Coke mismo			
4	100	pax	Set MC6-AB4 1 cup Spaghetti with Cheeseburger 300ml Coke mismo			
5	100	pax	Set ME7-AB3 Fried Chicken, Chopsuey, Banana/Pastries, 1 cup Rice, 330ml MIneral Water			
6	100	pax	Set MF9-AB3 Pork Asado, 3 pcs Chicken Fillet, Banana/Pastries, 1 cup Rice, 330 Mineral Water			
7	100	pax	Set MF12-AB3 Breaded Porkchop, Chicken Caldereta, Banana/Pastries, 1 cup Rice, 330 Mineral Water			
8	100	pax	Set MF8-AB3 Chicken Asado, 3 pcs Lumpiang Shanghai, Banana/Pastries, 1 cup Rice, 330 Mineral Water			
9	100	pax	Set MC6-AB4 1 cup Spaghetti with Cheeseburger 300ml Coke mismo			
10	100	pax	Set MC7-AB4 1 cup Baked Mac with Chicken Sandwich 300ml Coke mismo			

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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
11	100	pax	Set MC5-AB2 1 cup Carbonarra with Clubhouse Sandwich 250ml minute maid			
12	100	pax	Set MC9-AB2 1 Lasagna with 4pcs Garlic Bread 250ml minute maid			
13	85	pax	Set ME7-AB3 Fried Chicken, Chopsuey, Banana/Pastries, 1 cup Rice, 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 FOR THE VARIOUS COMMITTEE HEARING OF SP MEMBERS FOR 2ND QUARTER OF 2025 IN THE CITY OF SAN FERNANDO, PAMPANGA

I. BACKGROUND

Pursuant to the Republic Act No. 7160, otherwise known as the Local Government Code of 1991, particularly Chapter 3 Section 48, *local legislative power shall be exercised by the Sangguniang Panlalawigan for the province, the Sangguniang Panlungsod for the city, the Sangguniang Bayan for the municipality, and the Sangguniang Barangay for the barangay.*

Further, Section 458 (a) of the Code provides that *the Sangguniang Panlungsod, as the legislative body of the city, shall enact ordinances, approve resolutions and appropriate funds for the general welfare of the city and its inhabitants pursuant to section 16 of the Code and in the proper exercise of the corporate powers of the city as provided for under section 22 of the Code, and shall: (1) Approve ordinances and pass resolutions necessary for an efficient and effective city government,* among others.

In consideration of the foregoing premises, the SP conduct various meetings such as regular/special sessions, committee and public hearings and the likes which are instrumental in translating public sentiments and provide mechanisms for information and consultations to attain a dynamic legislature. Thus, it is deemed necessary to provide packed, buffet and catered meals/water/coffee for invitees, guests and participants of different meetings. Hence, the Office of the Sangguniang Panlungsod is proposing for the supply and delivery of Meals to be served for the various Committee Hearing of SP members for 2nd Quarter of 2025 in the City of San Fernando, Pampanga.

II.BUDGETARY REQUIREMENT

The Budgetary Requirement for the supply and delivery of Meals to be served for the various Committee Hearing of SP members for 2nd Quarter of 2025 is included in the Annual Investment Plan (AIP) 2025 and PPMP 2025 with reference code 2025-554 amounting to **THREE HUNDRED FIVE THOUSAND NINE HUNDRED FIVE PESOS (PhP305,905.00).**

III. OBJECTIVES

The objective of the supply and delivery of Meals to be served for the various Committee Hearing of SP members for 2nd Quarter of 2025 is to ensure the provision of meals to the invitees, guests, and participants of the different Sangguniang Panlungsod members' meetings which are critical and vital for the efficient and effective legislature.

IV. SCOPE OF SERVICES

The Office of the Sangguniang Panlungsod shall engage the services of a supplier which provides clean, presentable and sealed packed snacks/meals for the Sangguniang Panlungsod members' various committee hearings.

V. TERMS AND CONDITIONS

During the procurement process and delivery/ implementation of the project, the end- user and the supplies/contractor shall;

a. Specifications/ Schedule of Requirements

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
1285	Pax/Set	- Meals (A.M. Snacks-Lunch-P.M Snacks) - Drinks	April - June 2025 (before the schedule meeting)	Office of the Sangguniang Panglungsod, Heroes Hall, CSFP

b. Procurement Process

1. If the procurement process reaches the ensuing year, observed that the allowed delivery is only up to what is stipulated in the contract.
2. 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.

For the End- user;

1. Ensure the completion of the documents to proceed with the procurement process.
2. Present clearly this TOR during the Pre-Bid Conference for the information of the prospective bidders/s (for Competitive/ Public Bidding) and present by the Buyer with the assistance of the End- user (for Alternative Methods of Procurement).

For the Supplier/ provider;

1. Ensure the completion of the documents being required by the Bids and Awards Committee (BAC) on time based on the procurement schedule including this TOR duly signed by the end- user and conformed by the supplier/contractor.
2. Ensure to supply the requirement upon issuance of DOC.

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 from April – June 2025;
3. During the delivery, strictly follow the provisions enumerated in the Term 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 outside delivery, ensure the coordination with the inspector from the CGSO-Property and Supply Management (PSMD) for the inspection of the delivery in terms of quality and to immediately notify the supplier/contractor in case of any concern before the acceptance.

d. Inspection and Acceptance

1. The CGSO-PSMD shall inspect and accept the delivery with (1) receipt and submit immediately to the Inspector of CGSO-PMSD together with the (2) attendance sheet/s as part of utilization where the quantity of the delivery is the same as the number of attendance and photo documents 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.
2. The supplier/ contractor shall present the PO and issue Sales Invoice
3. The CGSO-PSMD shall prepare the corresponding Inspection and Acceptance Report/s.

VI. DELIVERABLES BY THE SUPPLIER/ CONTRACTOR AND THE CITY GOVERNMENT

1. The deliverables of the supplier/ contractor shall be as follows:
   a. Provide the quantity and quality of meals being required by end-user/ program;
   b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule;
   c. Strictly deliver the required/requested items immediately upon the approval of Purchase Order (PO);

2. 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. The end-user shall assist in the monitoring of the delivery and on-time payment of the supplier.
    c. Provide necessary and readily available documents such as during the conduct of post-audit.
    d. Evaluate the performance of the supplier/contractor and in case there is a violation on the Contract/Agreement, prepare a Verified Report.

Prepared by:

MARLENE M. YALUNG
Procurement/Supply/Property Officer

Approved by:

Hon. BENEDICT JASPER SIMON R. LAGMAN
City Vice Mayor

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.*