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 Tokens to be given to the Cooperatives during the Year-End Assessment and Planning Activity of the Cooperative Development Council for 2025 in the City of San Fernando, Pampanga**

Location of the Project : **City Tourism and Investment Promotions Office - Investment And Promotion Division**

_____
Company Name

_____
Address

Date : **Nov 18, 2025**

PR No. : **2025-11-01916**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, November 25, 2025 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Jannelle D.A. Tungcab
Administrative Assistant II

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	50	set(s)	Christmas Gift Pack Tokens -Spaghetti Pack (with Noodles and Sauce) -Fruit Cocktail (1 can) -Cheese (160 grams) -Condensed Milk (370 grams) -All Purpose Cream (250 ml) -Coffee Powder (50 grams) -Creamer (150 grams) -Flavored Juice (1 liter) -Luncheon Meat (397 grams) Note: Contained in a Red Eco bag.			
				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 TOKENS TO BE GIVEN TO THE COOPERATIVES DURING THE YEAR-END ASSESSMENT AND PLANNING ACTIVITY OF THE COOPERATIVE DEVELOPMENT COUNCIL FOR 2025 IN THE CITY OF SAN FERNANDO, PAMPANGA

I. BACKGROUND

Cooperatives allow people to take control of their economic future and, because they are not owned by shareholders, the economic and social benefits of their activity stay in the communities where they are established. Profits generated are either reinvested in the enterprise or returned to the members. With proper monitoring and support of the government, cooperatives can contribute to rapid economic growth because of the power of cooperatives to mobilize savings and capital which can serve as inputs in the production of goods and services of the less privileged members of the society.

Under the Article 2, Chapter 2 of Republic Act No. 9520, an act amending the Cooperative Code of the Philippines to be known as the "Philippine Cooperative Code of 2008", states that "it is a declared policy of the State to foster the creation and growth of cooperatives as a practical vehicle for promoting self-reliance and harnessing people towards the attainment of economic development and social justice. The state shall encourage the private sector to undertake the actual formation and organization of cooperatives and shall create an atmosphere that is conducive to the growth and development of cooperatives.

The City of San Fernando, Pampanga has an existing and active 33 cooperatives in which the city recognizes the need to organize them for a coordinated LGU-Private Sector partnership in promoting and implementing various cooperative programs, projects and activities.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement of Supply and Delivery of Tokens to be given to the Cooperatives during the Year-End Assessment and Planning Activity of the Cooperative Development Council for 2025 in the City of San Fernando, Pampanga is included in the PPMP with **Ref. No. 2025-2974** and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **SEVENTY THOUSAND PESOS (70,000.00).**

III. OBJECTIVES

The objectives of the Supply and Delivery of Tokens to be given to the Cooperatives during the Year-End Assessment and Planning Activity of the Cooperative Development Council for 2025 in the City of San Fernando, Pampanga are as follows:

1. To foster unity and camaraderie among cooperatives within the City thru discussion of relevant issues and discussion of various problems of affected cooperatives that will help in establishing strong and economically viable enterprises.

2. To contribute to poverty reduction in the city by providing employment, livelihood and a wide variety of services.

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

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
50	Sets	Christmas Gift Pack Tokens -Spaghetti Pack (with Noodles and Sauce) -Fruit Cocktail (1 can) -Cheese (160 grams) -Condensed Milk (370 grams) -All Purpose Cream (250 ml) -Coffee Powder (50 grams) -Creamer (150 grams) -Flavored Juice (1 liter) -Luncheon Meat (397 grams) Note: Contained in a Red Eco bag.	10 days upon issuance of PO and NTP	On-site

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 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 ***10 days upon issuance of PO and NTP.***

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 tokens 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 tokens 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 by:

Mari Antonette G. Quizon
Administrative Officer II

Approved by:

Ma. Lourdes Carmella Jade D. Pangilinan
City Tourism and Investment Promotion Officer

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.*