



Republic of the Philippines  
Province of Pampanga

**City of San Fernando**

**Office of the Bids and Awards Committee**

**REQUEST FOR QUOTATION**

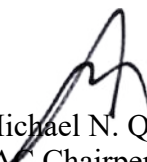
*(FM-CSFP-CGSO-39; Revision No.03; 04/01/2022)*

Project Title : **Supply and Delivery of Meals to be served for the various Meetings and Activities for GLF 2024 in the City of San Fernando, Pampanga subject to Ordering Agreement**

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

Company Name \_\_\_\_\_ Date : **Jul 29, 2024**  
PR No. : **2024-07-01408**  
Address \_\_\_\_\_

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, August 5, 2024 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
<b>MEALS DURING EXECUTIVE COMMITTEE MEETINGS</b>						
1	60	pax	Set MD1 - AB2 - Pork or Chicken Adobo - Banana/Pastries - 1 cup Rice - 250ml minute maid			
2	60	pax	Set MD3 - AB3 - Chicken BBQ - Banana/Pastries - 1 cup Rice - 330ml mineral water			
3	60	pax	Set MD4 - AB1 - Chicken Teriyaki - Banana/Pastries - 1 cup Rice - 230ml C2 solo			
4	60	pax	Set MD5 - AB2 - Pork Caldereta - Banana/Pastries - 1 cup Rice - 250ml minute maid			
5	60	pax	Set MD6 - AB3 - Chicken Caldereta - Banana/Pastries - 1 cup Rice - 330ml mineral water			
6	60	pax	Set MD7 - AB3 - Pork Bistig - Banana/Pastries - 1 cup Rice - 330ml mineral water			



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 Meetings and Activities for GLF 2024 in the City of San Fernando, Pampanga subject to Ordering Agreement**

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

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
7	60	pax	Set MD8 - AB1 - Chicken Asado - Banana/Pastries - 1 cup Rice - 230ml C2 solo			
8	60	pax	Set MD9 - AB2 - Pork Asado - Banana/Pastries - 1 cup Rice - 250ml minute maid			
9	60	pax	Set MD11 - AB3 - 1/2 cup Torta - Banana/Pastries - 1 cup Rice - 330ml mineral water			
10	60	pax	Set MD12 - AB2 - Breaded Porkchop - Banana/Pastries - 1 cup Rice - 250ml minute maid			
11	60	pax	Set MD1 - AB2 - Pork or Chicken Adobo - Banana/Pastries - 1 cup Rice - 250ml minute maid			
12	60	pax	Set MD3 - AB3 - Chicken BBQ - Banana/Pastries - 1 cup Rice - 330ml mineral water			
13	60	pax	Set MD4 - AB1 - Chicken Teriyaki - Banana/Pastries - 1 cup Rice - 230ml C2 solo			
14	60	pax	Set MD5 - AB2 - Pork Caldereta - Banana/Pastries - 1 cup Rice - 250ml minute maid			
15	60	pax	Set MD6 - AB3 - Chicken Caldereta - Banana/Pastries - 1 cup Rice - 330ml mineral water			
16	60	pax	Set MD7 - AB3 - Pork Bistig - Banana/Pastries			



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 Meetings and Activities for GLF 2024 in the City of San Fernando, Pampanga subject to Ordering Agreement**

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

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			- 1 cup Rice - 330ml mineral water			
17	60	pax	Set MD8 - AB1 - Chicken Asado - Banana/Pastries - 1 cup Rice - 230ml C2 solo			
18	60	pax	Set MD9 - AB2 - Pork Asado - Banana/Pastries - 1 cup Rice - 250ml minute maid			
19	60	pax	Set MD11 - AB3 - 1/2 cup Torta - Banana/Pastries - 1 cup Rice - 330ml mineral water			
20	60	pax	Set MD12 - AB2 - Breaded Porkchop - Banana/Pastries - 1 cup Rice - 250ml minute maid			
<b>MEALS DURING SUB-COMMITTEE MEETINGS</b>						
21	20	pax	Set MD1 - AB2 - Pork or Chicken Adobo - Banana/Pastries - 1 cup Rice - 250ml minute maid			
22	20	pax	Set MD3 - AB3 - Chicken BBQ - Banana/Pastries - 1 cup Rice - 330ml mineral water			
23	20	pax	Set MD4 - AB1 - Chicken Teriyaki - Banana/Pastries - 1 cup Rice - 230ml C2 solo			
24	20	pax	Set MD5 - AB2 - Pork Caldereta - Banana/Pastries - 1 cup Rice - 250ml minute maid			
25	20	pax	Set MD6 - AB3 - Chicken Caldereta - Banana/Pastries - 1 cup Rice - 330ml mineral water			



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 Meetings and Activities for GLF 2024 in the City of San Fernando, Pampanga subject to Ordering Agreement**

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

<b>Item No.</b>	<b>Qty</b>	<b>Unit</b>	<b>Item Description</b>	<b>Remarks</b>	<b>Unit Price</b>	<b>Total</b>
26	20	pax	Set MD7 - AB3 - Pork Bistig - Banana/Pastries - 1 cup Rice - 330ml mineral water			
27	20	pax	Set MD8 - AB1 - Chicken Asado - Banana/Pastries - 1 cup Rice - 230ml C2 solo			
28	20	pax	Set MD9 - AB2 - Pork Asado - Banana/Pastries - 1 cup Rice - 250ml minute maid			
29	20	pax	Set MD11 - AB3 - 1/2 cup Torta - Banana/Pastries - 1 cup Rice - 330ml mineral water			
30	20	pax	Set MD12 - AB2 - Breaded Porkchop - Banana/Pastries - 1 cup Rice - 250ml minute maid			
31	20	pax	Set MD1 - AB2 - Pork or Chicken Adobo - Banana/Pastries - 1 cup Rice - 250ml minute maid			
32	20	pax	Set MD3 - AB3 - Chicken BBQ - Banana/Pastries - 1 cup Rice - 330ml mineral water			
33	20	pax	Set MD4 - AB1 - Chicken Teriyaki - Banana/Pastries - 1 cup Rice - 230ml C2 solo			
34	20	pax	Set MD5 - AB2 - Pork Caldereta - Banana/Pastries - 1 cup Rice - 250ml minute maid			
35	20	pax	Set MD6 - AB3 - Chicken Caldereta - Banana/Pastries			



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 Meetings and Activities for GLF 2024 in the City of San Fernando, Pampanga subject to Ordering Agreement**

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

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			- 1 cup Rice - 330ml mineral water			
36	20	pax	Set MD7 - AB3 - Pork Bistig - Banana/Pastries - 1 cup Rice - 330ml mineral water			
37	20	pax	Set MD8 - AB1 - Chicken Asado - Banana/Pastries - 1 cup Rice - 230ml C2 solo			
38	20	pax	Set MD9 - AB2 - Pork Asado - Banana/Pastries - 1 cup Rice - 250ml minute maid			
39	20	pax	Set MD11 - AB3 - 1/2 cup Torta - Banana/Pastries - 1 cup Rice - 330ml mineral water			
40	20	pax	Set MD12 - AB2 - Breaded Porkchop - Banana/Pastries - 1 cup Rice - 250ml minute maid			
41	20	pax	Set MD1 - AB2 - Pork or Chicken Adobo - Banana/Pastries - 1 cup Rice - 250ml minute maid			
42	20	pax	Set MD3 - AB3 - Chicken BBQ - Banana/Pastries - 1 cup Rice - 330ml mineral water			
43	20	pax	Set MD4 - AB1 - Chicken Teriyaki - Banana/Pastries - 1 cup Rice - 230ml C2 solo			
44	20	pax	Set MD5 - AB2 - Pork Caldereta - Banana/Pastries - 1 cup Rice - 250ml minute maid			



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 Meetings and Activities for GLF 2024 in the City of San Fernando, Pampanga subject to Ordering Agreement**

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

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
45	20	pax	Set MD6 - AB3 - Chicken Caldereta - Banana/Pastries - 1 cup Rice - 330ml mineral water			
46	20	pax	Set MD7 - AB3 - Pork Bistig - Banana/Pastries - 1 cup Rice - 330ml mineral water			
47	20	pax	Set MD8 - AB1 - Chicken Asado - Banana/Pastries - 1 cup Rice - 230ml C2 solo			
48	20	pax	Set MD9 - AB2 - Pork Asado - Banana/Pastries - 1 cup Rice - 250ml minute maid			
49	20	pax	Set MD11 - AB3 - 1/2 cup Torta - Banana/Pastries - 1 cup Rice - 330ml mineral water			
50	20	pax	Set MD12 - AB2 - Breaded Porkchop - Banana/Pastries - 1 cup Rice - 250ml minute maid			
<b>BUFFET MEAL FOR EXECUTIVE COMMITTEE, WORKING COMMITTEE, PARTICIPATING BARANGAY CAPTAINS AND LANTERN MAKERS, VIPs AND GUESTS</b>						
51	100	pax	BUFFET BA2 - Steamed Rice - Beef Broccoli - Chicken Fillet - BBQ Ribs - Dessert - Drinks			
<b>MEALS DURING ASSESSMENT MEETING</b>						
52	70	pax	BUFFET BA2 - Steamed Rice - Beef Broccoli - Chicken Fillet - BBQ Ribs - Dessert - Drinks			



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 Meetings and Activities for GLF 2024 in the City of San Fernando, Pampanga subject to Ordering Agreement

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

<b>Item No.</b>	<b>Qty</b>	<b>Unit</b>	<b>Item Description</b>	<b>Remarks</b>	<b>Unit Price</b>	<b>Total</b>
<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 DURING THE VARIOUS MEETINGS AND ACTIVITIES FOR GLF 2024 IN THE CITY OF SAN FERNANDO, PAMPANGA SUBJECT TO ORDERING AGREEMENT.**

#### **I. BACKGROUND**

The City of San Fernando, Pampanga will be celebrating the 116th year of giant lantern making. Through the years, the City has built a solid reputation as home of the best craftsmen, the finest lanterns and the biggest Christmas event in the country, the Giant Lantern Festival. The Festival, which runs for an average of 10 to 15 days, attracts thousands of local and international visitors across the globe with the lanterns being exhibited in different public spaces in the City, and nearby municipalities and cities.

Furthermore, lantern making is deeply-rooted and embedded in Fernandino culture. It is a part of life in the City, uniting the community and inspiring creativity. The tradition also reflects important Fernandino values in its execution—perseverance in pursuing excellence, innovativeness and artistic imagination, bold ambition, and solidarity. It captures and translates the essence of Fernandino identity and positions the San Fernando in the global stage as a world-class City.

#### **II. BUDGETARY REQUIREMENT**

The Budgetary Requirement for the Supply and Delivery of Meals to be served during the various Meetings and Activities for GLF 2024 in the City of San Fernando, Pampanga subject to ordering agreement is included in the PPMP with Ref. No. 2024-2499 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **THREE HUNDRED SIXTY THOUSAND SEVEN HUNDRED TWENTY PESOS (P360,720.00)**.

#### **III. OBJECTIVE**

The objectives of the Supply and Delivery of Meals to be served during the various Meetings and Activities for GLF 2024 in the City of San Fernando, Pampanga subject to ordering agreement are as follows:

- Strengthen partnership with Private Sector partners.
- Ensure the safety, security, and traffic management of the concerned viewers.
- Provide enjoyment to all guests without sacrificing any convenience.
- To encourage community participation and bolster the continuous practice of Fernandino values.
- To inspire more tourists to visit and appreciate Fernandino culture and hospitality.

#### **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
60	pax	<p><b>Meals during the Executive Committee Meeting (Day 1 to 20)</b></p> <p>MD1 - Pork or Chicken Adobo  Banana/pastries I cu Rice + AB2 250ml minute maid  MD3 - Chicken BBQ  Banana/pastries I cu Rice + AB3 330ml mineral water  MD4 - Chicken Teriyaki  Banana/pastries 1 cu Rice + AB1 230ml C2 solo  MD5 - Pork Caldereta  Banana/pastries I cu Rice + AB2 250ml minute maid  MD6 - Chicken Caldereta  Banana/pastries 1 cu Rice + AB3 330ml mineral water  MD7 - Pork Bistig  Banana/pastries 1 cu Rice + AB3 330ml mineral water  MD8 - Chicken Asado  Banana/pastries I cu Rice + AB1 230ml C2 solo  MD9 - Pork Asado  Banana/pastries I cu Rice + AB2 250ml minute maid  MD11 - 1/2 cup Torta  Banana/pastries 1 cu Rice + AB3 330ml mineral water  MD12 - Breaded Porkchop  Banana/pastries I cu Rice + AB2 250ml minute maid  MD1 - Pork or Chicken Adobo  Banana/pastries I cu Rice + AB2 250ml minute maid  MD3 - Chicken BBQ  Banana/pastries I cu Rice + AB3 330ml mineral water  MD4 - Chicken Teriyaki  Banana/pastries 1 cu Rice + AB1 230ml C2 solo  MD5 - Pork Caldereta  Banana/pastries I cu Rice + AB2 250ml minute maid  MD6 - Chicken Caldereta  Banana/pastries 1 cu Rice + AB3 330ml mineral water  MD7 - Pork Bistig  Banana/pastries 1 cu Rice + AB3 330ml mineral water  MD8 - Chicken Asado  Banana/pastries I cu Rice + AB1 230ml C2 solo  MD9 - Pork Asado  Banana/pastries I cu Rice + AB2 250ml minute maid  MD11 - 1/2 cup Torta  Banana/pastries 1 cu Rice + AB3 330ml mineral water  MD12 - Breaded Porkchop  Banana/pastries I cu Rice + AB2 250ml minute maid</p>	10 days upon issuance of DOC and NTP.	Onsite

20	pax	<p><b>Meals during the Sub-Committee Meeting (Day 1 to 30)</b></p> <p>MD1 - Pork or Chicken Adobo Banana/pastries I cu Rice + AB2 250ml minute maid</p> <p>MD3 - Chicken BBQ Banana/pastries I cu Rice + AB3 330ml mineral water</p> <p>MD4 - Chicken Teriyaki Banana/pastries 1 cu Rice + AB1 230ml C2 solo</p> <p>MD5 - Pork Caldereta Banana/pastries I cu Rice + AB2 250ml minute maid</p> <p>MD6 - Chicken Caldereta Banana/pastries 1 cu Rice + AB3 330ml mineral water</p> <p>MD7 - Pork Bistig Banana/pastries 1 cu Rice + AB3 330ml mineral water</p> <p>MD8 - Chicken Asado Banana/pastries I cu Rice + AB1 230ml C2 solo</p> <p>MD9 - Pork Asado Banana/pastries I cu Rice + AB2 250ml minute maid</p> <p>MD11 - 1/2 cup Torta Banana/pastries 1 cu Rice + AB3 330ml mineral water</p> <p>MD12 - Breaded Porkchop Banana/pastries I cu Rice + AB2 250ml minute maid</p> <p>MD1 - Pork or Chicken Adobo Banana/pastries I cu Rice + AB2 250ml minute maid</p> <p>MD3 - Chicken BBQ Banana/pastries I cu Rice + AB3 330ml mineral water</p> <p>MD4 - Chicken Teriyaki Banana/pastries 1 cu Rice + AB1 230ml C2 solo</p> <p>MD5 - Pork Caldereta Banana/pastries I cu Rice + AB2 250ml minute maid</p> <p>MD6 - Chicken Caldereta Banana/pastries 1 cu Rice + AB3 330ml mineral water</p> <p>MD7 - Pork Bistig Banana/pastries 1 cu Rice + AB3 330ml mineral water</p> <p>MD8 - Chicken Asado Banana/pastries I cu Rice + AB1 230ml C2 solo</p> <p>MD9 - Pork Asado Banana/pastries I cu Rice + AB2 250ml minute maid</p> <p>MD11 - 1/2 cup Torta Banana/pastries 1 cu Rice + AB3 330ml mineral water</p> <p>MD12 - Breaded Porkchop Banana/pastries I cu Rice + AB2 250ml minute maid</p> <p>MD1 - Pork or Chicken Adobo Banana/pastries I cu Rice + AB2 250ml minute maid</p> <p>MD3 - Chicken BBQ Banana/pastries I cu Rice + AB3 330ml mineral water</p> <p>MD4 - Chicken Teriyaki Banana/pastries 1 cu Rice + AB1 230ml C2 solo</p> <p>MD5 - Pork Caldereta Banana/pastries I cu Rice + AB2 250ml minute maid</p> <p>MD6 - Chicken Caldereta Banana/pastries 1 cu Rice + AB3 330ml mineral water</p> <p>MD7 - Pork Bistig Banana/pastries 1 cu Rice + AB3 330ml mineral water</p> <p>MD8 - Chicken Asado Banana/pastries I cu Rice + AB1 230ml C2 solo</p>	10 days upon issuance of DOC and NTP.	Onsite
----	-----	---	---------------------------------------	--------

		MD9 - Pork Asado Banana/pastries 1 cu Rice + AB2 250ml minute maid MD11 - 1/2 cup Torta Banana/pastries 1 cu Rice + AB3 330ml mineral water MD12 - Breaded Porkchop Banana/pastries 1 cu Rice + AB2 250ml minute maid		
--	--	---	--	--

100	pax	<b>Buffet meal during Executive Committee, Working Committee, participating Barangay Captains, Lantern Makers, VIPs and Guests.</b> BA2 - Steamed Rice Beef Broccoli Chicken Fillet BBQ Ribs Dessert Drinks	September 2024	Onsite
70	pax	<b>Meals during the Assessment meeting</b> BA2 - Steamed Rice Beef Broccoli Chicken Fillet BBQ Ribs Dessert Drinks	December 2024	Onsite

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/ 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.

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 in July to December 2024.
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 to notify 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 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 of 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 and submitted by:



**Reagand B. Caladiao**  
Project Development Officer I

Noted by:



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

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.*