



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 conduct of meetings and hearings of the members of the Office of the People's Law Enforcement Board in the City of San Fernando, Pampanga for the year 2025 subject to Ordering Agreement**

Location of the Project : **City Legal Office**

Company Name \_\_\_\_\_ Date : **Dec 9, 2024**  
PR No. : **2024-12-02415**  
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, December 16, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Paolo Cesar E. Areola

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>DAY 1</b> |     |        |  |         |            |       |
| 1            | 20  | pax    | Set MC8<br>Seafood Marinara with ham and cheese sandwich |         |            |       |
| 2            | 1   | gal(s) | 1-gallon purified drinking water                         |         |            |       |
| <b>DAY 2</b> |     |        |  |         |            |       |
| 3            | 20  | pax    | Set MC1<br>1 cup Pancit Palabok with chicken sandwich    |         |            |       |
| 4            | 1   | gal(s) | 1-gallon purified drinking water                         |         |            |       |
| <b>DAY 3</b> |     |        |  |         |            |       |
| 5            | 20  | pax    | Set MC9<br>Lasagna with 4 pcs garlic bread               |         |            |       |
| 6            | 1   | gal(s) | 1-gallon purified drinking water                         |         |            |       |
| <b>DAY 4</b> |     |        |  |         |            |       |
| 7            | 20  | pax    | Set MB15<br>1 cup Sinantan with 2 pcs inangit            |         |            |       |
| 8            | 1   | gal(s) | 1-gallon purified drinking water                         |         |            |       |
| <b>DAY 5</b> |     |        |  |         |            |       |
| 9            | 20  | pax    | Set MC7<br>Baked Mac with chicken sandwich               |         |            |       |
| 10           | 1   | gal(s) | 1-gallon purified drinking water                         |         |            |       |
| <b>DAY 6</b> |     |        |  |         |            |       |



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| <b>Item No.</b> | <b>Qty</b> | <b>Unit</b> | <b>Item Description</b>  | <b>Remarks</b> | <b>Unit Price</b> | <b>Total</b> |
|-----------------|------------|-------------|--|----------------|-------------------|--------------|
| 11              | 20         | pax         | Set MB9<br>1 cup Arroz Caldo with turon                        |                |                   |              |
| 12              | 1          | gal(s)      | 1-gallon purified drinking water                               |                |                   |              |
| <b>DAY 7</b>    |            |             |  |                |                   |              |
| 13              | 20         | pax         | Set MB14<br>1 cup Beef Mami and ham sandwich                   |                |                   |              |
| 14              | 1          | gal(s)      | 1-gallon purified drinking water                               |                |                   |              |
| <b>DAY 8</b>    |            |             |  |                |                   |              |
| 15              | 20         | pax         | Set MB6<br>1 cup Carbonara with garlic bread                   |                |                   |              |
| 16              | 1          | gal(s)      | 1-gallon purified drinking water                               |                |                   |              |
| <b>DAY 9</b>    |            |             |  |                |                   |              |
| 17              | 20         | pax         | Set MB10<br>1 cup Chicken Egg Arroz Caldo with 2 pcs puto      |                |                   |              |
| 18              | 1          | gal(s)      | 1-gallon purified drinking water                               |                |                   |              |
| <b>DAY 10</b>   |            |             |  |                |                   |              |
| 19              | 20         | pax         | Set MB8<br>I cup Goto with tokwat baboy                        |                |                   |              |
| 20              | 1          | gal(s)      | 1-gallon purified drinking water                               |                |                   |              |
| <b>DAY 11</b>   |            |             |  |                |                   |              |
| 21              | 20         | pax         | Set MC7<br>Baked Mac with chicken sandwich                     |                |                   |              |
| 22              | 1          | gal(s)      | 1-gallon purified drinking water                               |                |                   |              |
| <b>DAY 12</b>   |            |             |  |                |                   |              |
| 23              | 20         | pax         | Set MC2<br>1 cup Pancit Bihon with cheesy ensaymada            |                |                   |              |
| 24              | 1          | gal(s)      | 1-gallon purified drinking water                               |                |                   |              |
| <b>DAY 13</b>   |            |             |  |                |                   |              |
| 25              | 20         | pax         | Set MB12<br>1 cup Lomi with 5 pcs meatballs and 3 pcs kutsinta |                |                   |              |
| 26              | 1          | gal(s)      | 1-gallon purified drinking water                               |                |                   |              |
| <b>DAY 14</b>   |            |             |  |                |                   |              |
| 27              | 20         | pax         | Set MC3<br>1 cup Pancit canton with ½ size clubhouse sandwich  |                |                   |              |



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Location of the Project : **City Legal Office**

| Item No.             | Qty | Unit   | Item Description   | Remarks | Unit Price | Total |
|----------------------|-----|--------|--|---------|------------|-------|
| 28                   | 1   | gal(s) | 1-gallon purified drinking water   |         |            |       |
| <b>DAY 15</b>        |     |        |  |         |            |       |
| 29                   | 20  | pax    | Set MC8<br>Seafood Marinara with ham and cheese sandwich   |         |            |       |
| 30                   | 1   | gal(s) | 1-gallon purified drinking water   |         |            |       |
| <b>DAY 16</b>        |     |        |  |         |            |       |
| 31                   | 20  | pax    | Set MB7<br>1 cup Spaghetti with ham sandwich   |         |            |       |
| 32                   | 1   | gal(s) | 1-gallon purified drinking water   |         |            |       |
| <b>DAY 17</b>        |     |        |  |         |            |       |
| 33                   | 20  | pax    | Set MC9<br>Lasagna with 4 pcs garlic bread   |         |            |       |
| 34                   | 1   | gal(s) | 1-gallon purified drinking water   |         |            |       |
| <b>DAY 18</b>        |     |        |  |         |            |       |
| 35                   | 20  | pax    | Set MC1<br>1 cup Pancit Palabok with chicken sandwich  |         |            |       |
| 36                   | 1   | gal(s) | 1-gallon purified drinking water   |         |            |       |
| <b>DAY 19</b>        |     |        |  |         |            |       |
| 37                   | 20  | pax    | Set MC6<br>I cup Spaghetti with cheese burger  |         |            |       |
| 38                   | 1   | gal(s) | 1-gallon purified drinking water   |         |            |       |
| <b>DAY 20</b>        |     |        |  |         |            |       |
| 39                   | 20  | pax    | Set BC3<br>Special Beef Kaldereta<br>Lechon Kawali w/ Liver Sauce<br>Special Atchara<br>Special Relyenong Bangus<br>Zippo Egg<br>Pandan Rice<br>Buko Pandan Salad<br>Drinks in Can |         |            |       |
| <b>Total Amount:</b> |     |        |  |         |            |       |

After having carefully read and accepted your General Conditions, I quote you on the item at prices noted above.



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Location of the Project :

**City Legal Office**

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Printed Name/ Signature

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Tel No./ Cellphone No.

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Date



Republic of the Philippines  
Province of Pampanga  
CITY OF SAN FERNANDO



## OFFICE OF THE PEOPLES LAW ENFORCEMENT BOARD

### TERMS OF REFERENCE

#### **Supply and Delivery of Meals to be served during the conduct of meetings and hearings of the Office of the Peoples Law Enforcement Board (PLEB) in the City of San Fernando, Pampanga for the Year 2025 subject to Ordering Agreement**

##### ***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.

Whereas, Republic Act 6975 also known as Department of the Interior and Local Government Act of 1990, as amended by Republic Act 8551 of the Philippine National Police Reform and Reorganization Act of 1998 mandates every Sangguniang Panlungsod/Bayan to create a People's Law Enforcement Board in every city or municipality.

The PLEB hears and decides on citizen's complaints against abuses committed by officers and members of the Philippine National Police (PNP). It also issues Clearances requested by them for promotion and other purposes.

The members of the Board shall meet once a month or as often as necessary especially if there are cases filed in the Board.

The City Legal Office serves as the facilitator of the PLEB, and accordingly, this office is responsible for the preparation and procurement of meals to be used during the conduct of their meetings and hearings.

##### ***II. Budgetary Requirement***

The Budgetary Requirement for the Supply and Delivery of Meals to be served during the conduct of meetings and hearings of the People's Law Enforcement Board in the City of San Fernando, Pampanga for Calendar Year 2025 subject to Ordering Agreement is included in the PPMP with Ref. No. 2025-21 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **Eighty Three Thousand Four Hundred Forty Pesos (Php83,440.00)**.

##### ***III. Objectives***

The objectives of the Supply and Delivery of Meals to be used during the conduct of the meetings and hearings of the members of the Peoples Law Enforcement Board for Calendar Year 2025 which will be held at the Heroes Hall, City of San Fernando, Pampanga are as follows:

- To ensure that meals are served during the meetings and hearings considering that it is a policy of the City Government that provision of meals is allowed if the duration of the meeting is more than four (4) hours; and
- To ensure the continuous efficiency and active participation of the members of the Board.

#### IV. Terms and Conditions

During the procurement process and delivery/ implementation of the contract, the end- user and the supplier/ contractor shall comply with the following:

a. Specifications/ Schedule of Requirements

| Qty. | Unit | Item Description/<br>Specifications                          | Delivery Date            | Location  |
|------|------|--|--------------------------|---|
| 20   | pax  | Set MC8<br>Seafood Marinara with<br>ham and cheese sandwich  | Day 1<br>(January 2025)  | Heroes Hall, City of<br>San Fernando,<br>Pampanga |
| 1    | gal  | 1-gallon purified drinking<br>water                          |                          |   |
| 20   | pax  | Set MC1<br>1 cup Pancit Palabok with<br>chicken sandwich     | Day 2<br>(January 2025)  | Heroes Hall, City of<br>San Fernando,<br>Pampanga |
| 1    | gal  | 1-gallon purified drinking<br>water                          |                          |   |
| 20   | pax  | Set MC9<br>Lasagna with 4 pcs garlic<br>bread                | Day 3<br>(February 2025) | Heroes Hall, City of<br>San Fernando,<br>Pampanga |
| 1    | gal  | 1-gallon purified drinking<br>water                          |                          |   |
| 20   | pax  | Set MB15<br>1 cup Sinantan with 2 pcs<br>inangit             | Day 4<br>(March 2025)    | Heroes Hall, City of<br>San Fernando,<br>Pampanga |
| 1    | gal  | 1-gallon purified drinking<br>water                          |                          |   |
| 20   | pax  | Set MC7<br>Baked Mac with chicken<br>sandwich                | Day 5<br>(April 2025)    | Heroes Hall, City of<br>San Fernando,<br>Pampanga |
| 1    | gal  | 1-gallon purified drinking<br>water                          |                          |   |
| 20   | pax  | Set MB9<br>1 cup Arroz Caldo with<br>turon                   | Day 6<br>(May 2025)      | Heroes Hall, City of<br>San Fernando,<br>Pampanga |
| 1    | gal  | 1-gallon purified drinking<br>water                          |                          |   |
| 20   | pax  | Set MB14<br>1 cup Beef Mami and ham<br>sandwich              | Day 7<br>(May 2025)      | Heroes Hall, City of<br>San Fernando,<br>Pampanga |
| 1    | gal  | 1-gallon purified drinking<br>water                          |                          |   |
| 20   | Pax  | Set MB6<br>1 cup Carbonara with garlic<br>bread              | Day 8<br>(June 2025)     | Heroes Hall, City of<br>San Fernando,<br>Pampanga |
| 1    | gal  | 1-gallon purified drinking<br>water                          |                          |   |
| 20   | pax  | Set MB10<br>1 cup Chicken Egg Arroz<br>Caldo with 2 pcs puto | Day 9<br>(June 2025)     | Heroes Hall, City of<br>San Fernando,<br>Pampanga |
| 1    | gal  | 1-gallon purified drinking<br>water                          |                          |   |
| 20   | pax  | Set MB8<br>I cup Goto with tokwat<br>baboy                   | Day 10<br>(July 2025)    | Heroes Hall, City of<br>San Fernando,<br>Pampanga |

|    |     |  |                            |   |
|----|-----|--|----------------------------|---|
| 1  | gal | 1-gallon purified drinking water   |                            |   |
| 20 | Pax | Set MC7<br>Baked Mac with chicken sandwich   | Day 11<br>(July 2025)      | Heroes Hall, City of San Fernando, Pampanga |
| 1  | gal | 1-gallon purified drinking water   |                            |   |
| 20 | Pax | Set MC2<br>1 cup Pancit Bihon with cheesy ensaymada  | Day 12<br>(August 2025)    | Heroes Hall, City of San Fernando, Pampanga |
| 1  | gal | 1-gallon purified drinking water   |                            |   |
| 20 | Pax | Set MB12<br>1 cup Lomi with 5 pcs meatballs and 3 pcs kutsinta   | Day 13<br>(August 2025)    | Heroes Hall, City of San Fernando, Pampanga |
| 1  | gal | 1-gallon purified drinking water   |                            |   |
| 20 | Pax | Set MC3<br>1 cup Pancit canton with ½ size clubhouse sandwich  | Day 14<br>(September 2025) | Heroes Hall, City of San Fernando, Pampanga |
| 1  | gal | 1-gallon purified drinking water   |                            |   |
| 20 | Pax | Set MC8<br>Seafood Marinara with ham and cheese sandwich   | Day 15<br>(September 2025) | Heroes Hall, City of San Fernando, Pampanga |
| 1  | gal | 1-gallon purified drinking water   |                            |   |
| 20 | Pax | Set MB7<br>1 cup Spaghetti with ham sandwich   | Day 16<br>(October 2025)   | Heroes Hall, City of San Fernando, Pampanga |
| 1  | gal | 1-gallon purified drinking water   |                            |   |
| 20 | Pax | Set MC9<br>Lasagna with 4 pcs garlic bread   | Day 17<br>(October 2025)   | Heroes Hall, City of San Fernando, Pampanga |
| 1  | gal | 1-gallon purified drinking water   |                            |   |
| 20 | Pax | Set MC1<br>1 cup Pancit Palabok with chicken sandwich  | Day 18<br>(November 2025)  | Heroes Hall, City of San Fernando, Pampanga |
| 1  | gal | 1-gallon purified drinking water   |                            |   |
| 20 |     | Set MC6<br>1 cup Spaghetti with cheese burger  | Day 19<br>(December 2025)  | Heroes Hall, City of San Fernando, Pampanga |
| 1  | gal | 1-gallon purified drinking water   |                            |   |
| 20 | Pax | Set BC3<br>Special Beef Kaldereta<br>Lechon Kawali w/ Liver Sauce<br>Special Atchara<br>Special Relyenong Bangus<br>Zippo Egg<br>Pandan Rice<br>Buko Pandan Salad<br>Drinks in Can | Day 20<br>(December 2025)  | Heroes Hall, City of San Fernando, Pampanga |

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 on:  
**January 2025 to December 2025**
3. Provide all necessary services (including the arrangement of table and chairs decorations, disposable paper cups and water dispenser) especially during the serving of buffet meals.
4. During the delivery, strictly follow the provisions enumerated in the Terms and Condition of the PO/ Contract including the Delivery Schedule, Penalty, among others.
5. 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.
6. Coordination with the supplier/ contractor shall be the function of the CGSO- PMD as its mandate.
7. 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 project/ program; and
- b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.

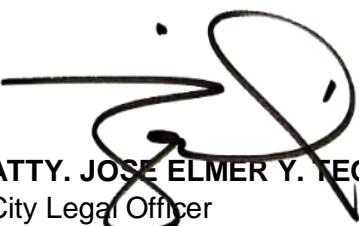
The deliverables of the City Government shall be as follows:

- 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.

**Submitted by:**

  
**ROMALYN M. MESINA**  
PLEB Secretariat/End-User

**Approved by:**

  
**ATTY. JOSE ELMER Y. TEODORO**  
City Legal Officer

|                                      |
|--------------------------------------|
| CONFORME:                            |
| _____<br>Signature over printed name |
| _____<br>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.*