



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 Legal Education Forum of the City Legal Office in the City of San Fernando, Pampanga for 1st Semester of 2025 in the City of San Fernando, Pampanga subject to Ordering Agreement**

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

Company Name	Date : <b>Dec 17, 2024</b>
Address	PR No. : <b>2024-12-02486</b>

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 23, 2024 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
<b>1ST BATCH AM SNACKS</b>						
1	115	pax	MA12 Special Baked Mac with garlic bread			
2	115	pax	MA13 Lomi with 2 pcs. Putong Puti			
3	3	gal(s)	Purified Drinking Water			
<b>1ST BATCH LUNCH</b>						
4	100	pax	MD2 Pork kare-kare Banana/pastries 1 cup Rice			
5	100	pax	MD3 Chicken BBQ Banana/pastries 1 cup Rice			
6	50	pax	BC1 Pot Roast Beef w/ Mushroom Gravy Fish Fillet w/ Sweet and Sour Sauce Chicken Teriyaki Stir Fried Mongo Sprouts and Vegetables Pork Steak with Mushroom Pandan Rice Fruit Salad Lemon Iced Tea			
<b>2ND BATCH AM SNACKS</b>						
7	115	pax	MA14 Sopas with 2 pcs. Siomai			



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Project Title : **Supply and Delivery of Meals to be served for the conduct of Legal Education Forum of the City Legal Office in the City of San Fernando, Pampanga for 1st Semester of 2025 in the City of San Fernando, Pampanga subject to Ordering Agreement**

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

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
8	115	pax	MA10 Pancit Canton with 2 pcs kutsinta			
9	3	gal(s)	Purified Drinking Water			
<b>2ND BATCH LUNCH</b>						
10	100	pax	ME2 Beef Caldereta Mixed Vegetable Banana/pastries 1 cup Rice			
11	100	pax	ME5 BBq Chicken Chopsuey Banana/pastries 1 cup Rice			
12	50	pax	BD2 Beef Stroganoff Chicken Teriyaki w/ Stir Fried Mongolian Vegetables Pork Tonkatsu Sauce Seafood Ala Prime Garden Vegetable Salad Parsleyed Rice Buko Lychee Assorted Soda/Iced Tea			
<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



**CITY LEGAL OFFICE**  
City Government of San Fernando, Pampanga



**TERMS OF REFERENCE**

**(Supply and Delivery of Meals to be served during the conduct of Legal Education Forum of the City Legal Office in the City of San Fernando, Pampanga for 1<sup>st</sup> Semester of 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.

The City Government of San Fernando, Pampanga, through the City Legal Office and Integrated Bar of the Philippines – Pampanga Chapter, aim to educate participants from various sectors on legal matters and new laws that affect personal rights and liberties *vis-à-vis* obligations to society, government and environment.

The City Legal Office, with the active participation of the Integrated Bar of the Philippines – Pampanga Chapter, aim to give an in-depth understanding about the different laws enacted by Congress in an effort to protect the rights of the most vulnerable sector in our society, i.e., the women, and guard against any form of abuse, exploitation and discrimination.

Accordingly, included in the functions as the facilitator of the Legal Education Forum is the preparation and procurement of meals to be used during the conduct of the said program.

***II. Budgetary Requirement***

The Budgetary Requirement for the Supply and Delivery of Meals to be served during the conduct of Legal Education Forum of the City Legal Office in the City of San Fernando, Pampanga for the 1<sup>st</sup> Semester of 2025 subject to Ordering Agreement is included in the PPMP with Ref. No. 2025-18 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **One Hundred Seventy Three Thousand Eight Hundred Forty Pesos (P173,840.00)**.

***III. Objectives***

For this year, the City Legal Office proposes the conduct of the Legal Education Forum to educate various sectors in the City on pertinent laws, to wit:

- Human Rights
- Katarungang Pambarangay
- Magna Carta for Women
- Anti-Violence Against Women and Their Children Act of 2004 (R.A. No. 9262)
- Expanded Solo Parents Welfare Act
- Children's Rights
- Safe Spaces Act (R.A. No. 11313)
- Anti-Bullying Act
- Identity Theft
- Cybercrime Prevention Act of 2012 (R.A. No. 10175)

The objectives of the Supply and Delivery of Meals to be used during the conduct of the Legal Education Forum for Calendar Year 2025 which will be held at the Mini Convention Center, Heroes Hall, City of San Fernando, Pampanga are as follows:

- To ensure that meals are served during the program 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 guests in the Legal Education Forum

#### ***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

#### **Breakfast/AM Snacks**

<b>Qty.</b>	<b>Unit</b>	<b>Item Description/ Specifications</b>	<b>Delivery Date</b>	<b>Location</b>
115	pax	SET MA12 Special Baked Mac with garlic bread	March 20, 2025 8:00 a.m.	Mini Convention Center, Heroes Hall, City of San Fernando, Pampanga
115	pax	SET MA13 Lomi with 2 pcs. Putong Puti	March 20, 2025 8:00 a.m.	Mini Convention Center, Heroes Hall, City of San Fernando, Pampanga
3	gallon	Purified Drinking Water	March 20, 2025 8:00 a.m.	Mini Convention Center, Heroes Hall, City of San Fernando, Pampanga

#### **Lunch/PM Snacks**

<b>Qty.</b>	<b>Unit</b>	<b>Item Description/ Specifications</b>	<b>Delivery Date</b>	<b>Location</b>
100	pax	SET MD2 Pork kare-kare Banana/Pastries 1 cup Rice	March 20, 2025 11:00 a.m.	Mini Convention Center, Heroes Hall, City of San Fernando, Pampanga
100	pax	SET MD3 Chicken BBQ Banana/Pastries 1 cup Rice	March 20, 2025 11:00 a.m.	Mini Convention Center, Heroes Hall, City of San Fernando, Pampanga
50	pax	SET BC1 Pot Roast Beef w/ Mushroom Gravy Fish Fillet w/ Sweet and Sour Sauce Chicken Teriyaki Stir Fried Mongo Sprouts and Vegetables Pork Steak with Mushroom Pandan Rice Fruit Salad Lemon Iced Tea	March 20, 2025 11:00 a.m.	Mini Convention Center, Heroes Hall, City of San Fernando, Pampanga

**Breakfast/AM Snacks**

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
115	pax	SET MA14 Sopas with 2 pcs. Siomai	June 19, 2025 8:00 a.m.	Mini Convention Center, Heroes Hall, City of San Fernando, Pampanga
115	pax	SET MA10 Pancit Canton with 2 pcs. kutsinta	June 19, 2025 8:00 a.m.	Mini Convention Center, Heroes Hall, City of San Fernando, Pampanga
3	gallon	Purified Drinking Water	June 19, 2025 8:00 a.m.	Mini Convention Center, Heroes Hall, City of San Fernando, Pampanga

**Lunch/PM Snacks**

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
100	pax	SET ME2 Beef Caldereta Mixed Vegetable Banana/Pastries 1 cup Rice	June 19, 2025 11:00 a.m.	Mini Convention Center, Heroes Hall, City of San Fernando, Pampanga
100	pax	SET ME5 Chicken BBQ Chopseuy Banana/Pastries 1 cup Rice	June 19, 2025 11:00 a.m.	Mini Convention Center, Heroes Hall, City of San Fernando, Pampanga
50	pax	SET BD2 Beef Stroganoff Chicken Teriyaki w/ Stir Fried Mongolian Vegetables Pork Tonkatsu Sauce Seafood Ala Prime Garden Vegetable Salad Parsleyed Rice Buko Lychee Assorted Soda/Iced Tea	June 19, 2025 11:00 a.m.	Mini Convention Center, 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:

**March 20, 2025 at 8:00 a.m. for breakfast and 11:00 p.m. for lunch.**  
**June 19, 2025 at 8:00 a.m. for breakfast and 11:00 p.m. for lunch**

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 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**  
 Legal Aide/ End-User

**Recommending approval:**

  
**ATTY. CORNELIO R. TALLADA, JR.**  
 City Attorney IV

CONFORME:
<hr style="border: 0; border-top: 1px solid black;"/> Signature over printed name
<hr style="border: 0; border-top: 1px solid black;"/> Date

**Approved by:**

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

*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.*