



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 Lakbay Aral for 2nd Semester of 2025 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 : **Jan 14, 2025**

PR No. : **2025-01-00045**

Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, January 21, 2025 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
1	50	pax	Lunch Set ME6 - AB1 - Chicken Terriyaki - Chopsuey - Banana/Pastries -1 Cup Rice -C2 Solo			
2	50	pax	Lunch Set ME6 - AB1 - Chicken Terriyaki - Chopsuey - Banana/Pastries -1 Cup Rice -C2 Solo			
3	50	pax	Lunch Set ME6 - AB1 - Chicken Terriyaki - Chopsuey			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			- Banana/Pastries -1 Cup Rice -C2 Solo			
4	50	pax	Lunch Set ME2 - AB1 - Beef Caldereta - Mixed Vegetables - Banana/Pastries -1 Cup Rice -C2 Solo			
5	50	pax	Lunch Set ME2 - AB1 - Beef Caldereta - Mixed Vegetables - Banana/Pastries -1 Cup Rice -C2 Solo			
6	50	pax	Lunch Set ME2 - AB1 - Beef Caldereta - Mixed Vegetables - Banana/Pastries -1 Cup Rice -C2 Solo			
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 LAKBAY ARAL FOR 2ND SEMESTER OF 2025 IN THE CITY OF SAN FERNANDO, PAMPANGA SUBJECT TO ORDERING AGREEMENT

I. BACKGROUND

As one of the most outstanding and multi-awarded Local Government Units in the country, the City of San Fernando is constantly visited by various LGUs and agencies in the country to expand their knowledge, improve their strategies, and strengthen their capabilities to improve their programs and services.

By 2025, the City of San Fernando (P) will be a model city in social development where quality social services will be accessible to its citizens: economic opportunities available to its workforce in a healthy, safe and sustainable environment and where citizens value their rich cultural heritage; By, 2028, resiliency would have become their way of life while working to become a global smart city by 2031.

The City received even more recognition in various fields such as business processing, tourism, employment services, DRR management, and social welfare among others. The City welcomes these activities as a way to share its best practices to others, and connect with and foster goodwill towards other organizations and LGUs.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Meals to be served for the Lakbay Aral for 2nd Semester of 2025 in the City of San Fernando, Pampanga subject to Ordering Agreement is included in the PPMP with Ref. No. 2025-1126 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **FIFTY-NINE THOUSAND SEVEN HUNDRED PESOS (P 59,700.00)**.

III. OBJECTIVES

The objectives of the Supply and Delivery of Meals to be served for the Lakbay Aral for 2nd Semester of 2025 in the City of San Fernando, Pampanga subject to Ordering Agreement are as follows:

1. To encourage the exchange of ideas and experiences, which can lead to meaningful and effective partnerships and programs.
2. To expand network of LGUs and agencies.
3. To showcase the City, and Fernandino culture and heritage.
4. To promote the City of San Fernando's lantern industry, and by extension, the City's branding as Home of the Giant Lanterns.

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	Pax	Lunch (ME6) - Chicken Terriyaki - Chopseuy - Banana - 1 cup Rice - (AB1) C2 Solo	• July 2025 • August 2025 • September 2025	City of San Fernando, Pampanga

50	Pax	Lunch (ME2) - Beef Caldereta - Mixed Vegetable - Banana - 1 cup Rice - (AB1) C2 Solo	<ul style="list-style-type: none"> • October 2025 • November 2025 • December 2025 	City of San Fernando, Pampanga
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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 on July to December 2025.
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.

IV. 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.
- c. Assign a representative who will coordinate and comply with all the documentary requirements of the project.

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:


Samantha S. Gopez
Administrative Aide IV

Approved by:


Ma. Lourdes Carmella Jade 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.