



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 Legislative Meeting and other Meeting of the Office of the City Vice Mayor for 1st Semester of 2025 in the City of San Fernando, Pampanga subject to Ordering Agreement**

Location of the Project : **Office of the City Vice- Mayor**

Company Name

Address

Date : **Jan 15, 2025**

PR No. : **2025-01-00047**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, January 20, 2025 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Lorraine Kate M. Escoto

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	300	pax	BA1 --Steamed Rice, Roast Beef,Chicken terriyaki, Fish Fillet with Creamy White Sauce,Fruits and Drink			
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 LEGISLATIVE MEETING AND OTHER MEETING OF THE OFFICE OF THE CITY VICE MAYOR FOR THE 1st SEMESTER OF 2025 IN THE CITY OF SAN FERNANDO, PAMPANGA SUBJECT TO ORDERING AGREEMENT

I. BACKGROUND

In its role in the organization under the Public Governance System, the Office of the City Vice Mayor aims for a participatory governance. Thus, the Office of the City Vice Mayor conducts several consultative and Legislative meetings every month with various stakeholders from different barangays.

The meetings are instrumental in translating public sentiments and provide mechanisms for information and consultations which are pivotal to the attainment of a dynamic legislature.

II. OBJECTIVE

To provide packed/buffet/catered meals/water/coffee for invitees, guest and participants of the consultative and legislative meetings.

III. SCOPE OF SERVICES

1. The City Government of San Fernando shall engage to the services of a supplier for the provision of snacks to be used during the executive and legislative meetings throughout the year.
2. If the procurement process reaches the ensuing year, observe that the allowed delivery is only up to what is stipulated in the contract.
3. All packed meals must be in a clean, presentable and sealed containers.

IV. DELIVERY BY PROVIDER AND THE CITY GOVERNMENT

1. The deliverables of the supplier/ contractor shall be as follows:
 - Provide the items being required by the contractor
 - Assign a representative who will coordinate and comply with all the documentary requirements of the project such as signing of contract, notice to proceed and other pertinent documents
 - Send picture of delivery meals to City Services Office (CGSO) storage division
2. The deliverable of the city Government shall be:
 - Serve as the Secretariat
 - Provide payment upon the completion of the service and appropriate billing documents


Prepared and submitted by:


Janet Arozado
Administrative Aide IV

Checked by:


Carmelisa T. Santiago
Executive assistant I

Noted by:


Hon. Benedict Jasper Simon Lagman
City Vice Mayor

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.