



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 during the Data Privacy Awareness Seminar 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 : **Jan 15, 2025**
PR No. : **2025-01-00049**

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:

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
JANUARY 28, 2025						
1	150	pax	AM Snacks MC 7 (Baked mac with chicken sandwich)			
2	2	container(s)	Purified Drinking Water (5 gallons/containers)			
FEBRUARY 27, 2025						
3	150	pax	AM Snacks MC 9 (Lasagna with 4 pcs garlic bread)			
4	2	container(s)	Purified Drinking Water (5 gallons/containers)			
MARCH 27, 2025						
5	150	pax	AM Snacks MC 2 (1 cup Pancit Bihon with cheesy ensaymada)			
6	2	container(s)	Purified Drinking Water (5 gallons/containers)			
APRIL 24, 2025						
7	150	pax	AM Snacks MC 1 (1 cup pancit palabok with chicken sandwich)			
8	2	container(s)	Purified Drinking Water (5 gallons/containers)			
MAY 29, 2025						
9	150	pax	AM Snacks MC 3 (1 cup pancit canton with 1/2 size clubhouse sandwich)			
10	2	container(s)	Purified Drinking Water (5 gallons/containers)			



Republic of the Philippines

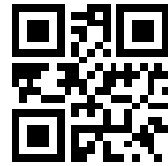
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Location of the Project : **City Legal Office**

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
JUNE 26, 2025						
11	150	pax	AM Snacks MC 7 (Baked Mac with chicken sandwich)			
12	2	container(s)	Purified Drinking Water (5 gallons/containers)			
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 during the Data Privacy Awareness Seminar for 1st Semester of 2025 in the City of San Fernando, Pampanga subject to Ordering Agreement)

I. Background

The City Government of San Fernando, Pampanga, through the Data Privacy Compliance Committee, proposes the conduct of series of data privacy awareness seminars to the youth, particularly college students in various college/universities in the City of San Fernando, Pampanga.

Most of these students, if not all, have grown up using digital technologies, that is why they often bears the moniker “digital natives”. Further, college students are increasingly using online learning tool as higher education transitioned from traditional to online learning modalities especially during the height of the pandemic. Albeit considering its indispensability in this digital era, the emergence of technology poses a big threat to everyone’s privacy, especially, students.

In this regard, the Data Privacy Compliance Committee seeks to empower the youth through the conduct of data privacy awareness seminars so that they may be informed on the application of the Data Privacy Act and other relevant privacy laws, thereby enabling them to identify and respond to potential threats even at their level.

II. Budgetary Requirement

The Budgetary Requirement for the **Supply and Delivery of Meals to be served during the Data Privacy Awareness Seminar for 1st Semester of 2025 in the City of San Fernando, Pampanga** is included in the PPMP with Ref. No. 2025-1443 and already included in the Annual Procurement Plan (APP) of the City Government, which is the amount of **P151,230.00 (One Hundred Fifty-One Thousand Two Hundred Thirty Pesos)**.

III. Objectives

The Data Privacy Compliance Committee proposed the conduct of the Data Privacy Awareness Seminars among college students in various colleges/universities in the City of San Fernando, Pampanga for them to gain better knowledge on the basic application of the Data Privacy Act and be apprised of the key data privacy challenges faced not only by students but in the educational setting per se.

The objective of the Supply and Delivery of Meals to be served during the conduct of Data Privacy Awareness Seminar which will be held at the Ninoy Aquino Amphitheater, Heroes Hall, City of San Fernando, Pampanga are as follows:

1. To ensure that meals are served during the activity 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
2. To ensure the efficiency and active participation of guests/participants in the Data Privacy Awareness Seminar facilitated by the Data Privacy Compliance Committee.

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

January 28, 2025				
Breakfast/AM Snacks				
Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
150	pax	Baked Mac with chicken sandwich	January 28, 2025 at 9:00 a.m.	Ninoy Aquino Amphitheater, Heroes Hall, CSFP
2	container	Purified Drinking Water (5 gallons/containers)	January 28, 2025 at 9:00 a.m.	Ninoy Aquino Amphitheater, Heroes Hall, CSFP
February 27, 2025				
Breakfast/AM Snacks				
Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
150	pax	Lasagna with 4pcs garlic bread	February 27, 2025 at 9:00 a.m.	Ninoy Aquino Amphitheater, Heroes Hall, CSFP
2	container	Purified Drinking Water (5 gallons/containers)	February 27, 2025 at 9:00 a.m.	Ninoy Aquino Amphitheater, a.m.

				Heroes Hall, CSFP
March 27, 2025				
Breakfast/AM Snacks				
Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
150	pax	1 cup pancit bihon with cheesy ensaymada	March 27, 2025 at 9:00 a.m.	Ninoy Aquino Amphitheater, Heroes Hall, CSFP
2	container	Purified Drinking Water (5 gallons/containers)	March 27, 2025 at 9:00 a.m.	Ninoy Aquino Amphitheater, Heroes Hall, CSFP
April 24, 2025				
Breakfast/AM Snacks				
Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
150	pax	1 cup pancit palabok with chicken sandwich)	April 24, 2025 at 9:00 a.m.	Ninoy Aquino Amphitheater, Heroes Hall, CSFP
2	container	Purified Drinking Water (5 gallons/containers)	April 24, 2025 at 9:00 a.m.	Ninoy Aquino Amphitheater, Heroes Hall, CSFP
May 29, 2025				
Breakfast/AM Snacks				
Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
150	pax	1 cup pancit canton with ½ size clubhouse sandwich	May 29, 2025 at 9:00 a.m.	Ninoy Aquino Amphitheater, Heroes Hall, CSFP
2	container	Purified Drinking Water (5 gallons/containers)	May 29, 2025 at 9:00 a.m.	Ninoy Aquino Amphitheater, Heroes Hall, CSFP
June 26, 2025				
Breakfast/AM Snacks				

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
150	pax	Baked Mac with chicken sandwich	June 26, 2025 at 9:00 a.m.	Ninoy Aquino Amphitheater, Heroes Hall, CSFP
2	container	Purified Drinking Water (5 gallons/containers)	June 26, 2025 at 9:00 a.m.	Ninoy Aquino Amphitheater, Heroes Hall, CSFP

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 28, 2025 at 9:00 a.m. for AM Snack

February 27, 2025 at 9:00 a.m. for AM Snack

March 27, 2025 at 9:00 a.m. for AM Snack

April 24, 2025 at 9:00 a.m. for AM Snack

May 29, 2025 at 9:00 a.m. for AM Snack

June 26, 2025 at 9:00 a.m. for AM Snack

3. During the delivery, strictly follow the provisions enumerated in the Terms and Conditions 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 concern 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-PMD 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 violation to the Contract/Agreement, prepare a Verified Report.

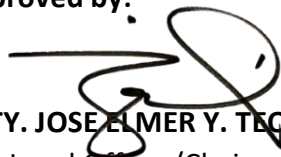
Submitted by:



CHAF-NICOLE A. CASTRO

End-User

Approved by:



ATTY. JOSE ELMER Y. TEODORO

City Legal Officer/Chairperson, DPCC

CONFORME:
_____ Signature over printed name
_____ Date