



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 various Meetings/Activities of The Outstanding Fernandino Awards 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 21, 2025**

PR No. : **2025-01-00076**

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, January 27, 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
Meals for Executive Committee Meetings						
1	20	pax	1st Meeting Set MD8 - AB1 - Chicken Asado - Banana - 1 Cup Rice - 230ml C2 Solo			
2	20	pax	2nd Meeting Set MD2 - AB1 - Pork Kare-Kare - Banana - 1 Cup Rice - 230ml C2 Solo			
Dinner for Awardees and Guests						
3	250	pax	Buffet BA6 - Pork Ribs BBQ			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			- Steamed Rice - Buttered Vegetables (1/2 cup) - Garlic Chicken - Dessert - Drinks			
Meals for Working Committee						
4	50	pax	Set ME3 - AB1 - Pork/Chicken Adobo - Mixed Vegetable - Banana/Pastries - 1 Cup Rice - Dessert - 230ml 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 DURING THE VARIOUS MEETINGS/ACTIVITIES OF THE OUTSTANDING FERNANDINO AWARDS 2025 IN THE CITY OF SAN FERNANDO, PAMPANGA SUBJECT TO ORDERING AGREEMENT

I. BACKGROUND

The City of San Fernando annually celebrates its cityhood anniversary dubbed "Kaganapan" with activities which commemorate the triumphs and progress of the city. Tracing its roots from the conversion of the Municipality of San Fernando, Pampanga into a City by virtue of Republic Act No. 8990 on February 4, 2001, the celebration also promotes public-private partnership towards community development.

One of the activities lined-up is The Outstanding Fernandino Awards 2025. Every three years, the City brings together commendable individuals from civil society to seek, screen, and judge nominees in the search for persons deserving of the award. The awardees are conferred prestigious recognition not only for the success they have earned in their individual careers and lives, but to a greater degree, for their contributions to our city and community.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the **Supply and Delivery of Meals to be served for the Various Meetings/Activities of The Outstanding Fernandino Awards 2025 in the City of San Fernando, Pampanga subject to Ordering Agreement** is included in the PPMP with Ref. No. 2025-1051 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **ONE HUNDRED FIFTEEN THOUSAND FOUR HUNDRED SEVENTY PESOS (P 115,470.00)**.

III. OBJECTIVES

The objective of the **Supply and Delivery of Meals to be served for the Various Meetings and Activities for TOFA 2025 in the City of San Fernando, Pampanga** subject to **Ordering Agreement** are as follows:

- To give recognition to outstanding Fernandino achievers in various sectors whose success in their respective fields and professions helped build and shape the community.

IV. 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
20	Pax	Meals for Executive Committee Meetings 1st Meeting MD8 (Packed	January 2025	Heroes Hall, City of San Fernando, Pampanga (Tentative)

20	Pax	Lunch) Chicken Asado Banana 1 Cup Rice Drinks AB1 230ml C2 Solo 2nd Meeting MD2 (Packed Lunch) Pork kare-kare Banana 1 Cup Rice Drinks AB1 230ml C2 Solo	January 2025	Heroes Hall, City of San Fernando, Pampanga (Tentative)
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Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
250	Pax	BUFFET (BA6) Dinner for Awardees and Guests Pork Ribs BBQ Steamed Rice Buttered Vegetables (1/2 cup) Garlic Chicken Dessert Drinks	February 4, 2025	Heroes Hall, City of San Fernando, Pampanga (Tentative)

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
50	Pax	Meals for Working Committees ME3 (Semi-Special Packed) Pork or Chicken Adobo Mixed Vegetable Banana/Pasties 1 Cup Rice Dessert Drinks AB1 230ml C2 Solo	February 4, 2025	Heroes Hall, City of San Fernando, Pampanga (Tentative)

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 date of the activity shall be on January and February 2025.
 3. During the delivery of the service, strictly follow the provisions enumerated in the Terms and Condition of the PO/ Contract including the Schedule, Penalty, among others.
 4. In case there is a change in the 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, ensure the coordination with the Inspector from the CGSO- Property and Supply Management Division (PSMD) for the inspection 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 coordinate the sales invoice/billing statement, 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 meals is the same as the number of attendees and photo documentation of the meals served.

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 the meals being required by the project/ program; and
- b. Strictly follow the specifications and timely provision of requirements based on the schedule.

The deliverables of the City Government shall be as follows:

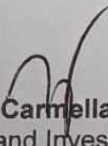
- a. On- time payment of the supplier/ contractor i.e., 15 days after service has been rendered.
- b. End- user shall monitor the availability of the requirements.
- c. The Procurement Officer shall assist in the monitoring, delivery and on- time payment of the supplier.
- d. Provide necessary and readily- 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:



Reagand Caladiao
Project Development Officer I

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.