



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 various Meetings and Activities for Pyestang Fernandino 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 23, 2025**

PR No. : **2025-01-00087**

Address \_\_\_\_\_

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Thursday, January 30, 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
<b>Meals for Executive Committee Meetings</b>						
1	50	pax	1st Meeting Set MD8 - AB1 - Chicken Asado - Banana - 1 Cup Rice - 230ml C2 Solo			
2	50	pax	2nd Meeting Set MD2 - AB1 - Pork Kare-Kare - Banana - 1 Cup Rice - 230ml C2 Solo			
3	50	pax	3rd Meeting Set MD8 - AB1 - Chicken Asado - Banana - 1 Cup Rice - 230ml C2 Solo			
4	50	pax	4th Meeting Set MD2 - AB1 - Pork Kare-Kare - Banana - 1 Cup Rice - 230ml C2 Solo			
5	50	pax	5th Meeting Set MD8 - AB1 - Chicken Asado - Banana - 1 Cup Rice - 230ml C2 Solo			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
6	50	pax	6th Meeting Set MD2 - AB1 - Pork Kare-Kare - Banana - 1 Cup Rice - 230ml C2 Solo			
<b>Press Conference</b>						
7	50	pax	Buffet BA6 Breakfast Buffet - Pork Ribs BBQ - Steamed Rice - Buttered Vegetables (1/2 cup) - Garlic Chicken - Dessert - Drinks			
<b>Assessment Meeting</b>						
8	50	pax	Set BA3 - Steamed Rice - Beef Stroganof - Shrimp with Broccoli - Rosemary Chicken - Dessert - Drinks			
<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



## TERMS OF REFERENCE

### SUPPLY AND DELIVERY OF MEALS TO BE SERVED FOR THE VARIOUS MEETINGS AND ACTIVITIES FOR PYESTANG FERNANDINO 2025 IN THE CITY OF SAN FERNANDO, PAMPANGA SUBJECT TO ORDERING AGREEMENT

#### I. BACKGROUND

The City of San Fernando Crucifixion Rites is one of the most recognized events in the City, awaited annually by local and foreign tourists, and covered by a number of media outfits. The internationally recognized event, most notably in Barangay San Pedro, starts with a street play on Christ's passion/*senakulo* and ends with the nailing on a wooden cross of a local actor in the role of Jesus Christ, and a number of penitents alternately. Barangay San Pedro's "*Via Crucis*", written and staged in 1955, is one of the oldest in the country. Neighboring barangays San Juan ("*Lasa ning Ginu*") and Sta. Lucia also observe and practice similar traditions. The people of the City of San Fernando have come to accept this aspect of folk religion, and embraced it as part of Fernandino culture and heritage alongside its devotion to the Catholic faith through the church. Most of those who have come to witness this as part of the pilgrimage, both locals and foreigners, confess to having been renewed by it.

It is due to the magnitude of the aforementioned event and its heritage component that the City Government of San Fernando provides necessary interventions by means of improvements in the crucifixion site, security and traffic, medical assistance, monitoring tourist arrivals and media accreditation and regulation.

#### II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the **Supply and Delivery of Meals to be served for the Various Meetings and Activities for Pyestang Fernandino 2025 in the City of San Fernando, Pampanga subject to Ordering Agreement** is included in the PPMP with Ref. No. 2025-1065 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **EIGHTY EIGHT THOUSAND FIVE HUNDRED PESOS (P 88,500.00)**.

#### III. OBJECTIVES

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

- To generate a holistic showcase of the holy week/matieldo traditions of the City of San Fernando, from the traditions and activities of the Catholic church to the barangay-based practices.
- To ensure safety and security of Fernandinos and guests alike, and to give necessary traffic and medical assistance if necessary.
- To provide necessary services to visitors through linkages with local tourism related enterprises and grassroots suppliers.
- To empower barangays by preparing and guiding them in organizing community events (especially those arising from unique vernacular culture) efficiently, systematically and meaningfully.

#### 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
50	Pax	<b>Meals for Executive Committee Meetings</b> <b>1st Meeting MD8 (Packed Lunch)</b> Chicken Asado Banana 1 Cup Rice <b>Drinks AB1</b> 230ml C2 Solo	February 2025	Heroes Hall, City of San Fernando, Pampanga (Tentative)
50	Pax	<b>2nd Meeting MD2 (Packed Lunch)</b> Pork kare-kare Banana 1 Cup Rice <b>Drinks AB1</b> 230ml C2 Solo	February 2025	
50	Pax	<b>3rd Meeting MD8 (Packed Lunch)</b> Chicken Asado Banana 1 Cup Rice <b>Drinks AB1</b> 230ml C2 Solo	February 2025	Heroes Hall, City of San Fernando, Pampanga (Tentative)
50	Pax	<b>4th Meeting MD2 (Packed Lunch)</b> Pork kare-kare Banana 1 Cup Rice <b>Drinks AB1</b> 230ml C2 Solo	March 2025	
50	Pax	<b>5th Meeting MD8 (Packed Lunch)</b> Chicken Asado Banana 1 Cup Rice <b>Drinks AB1</b> 230ml C2 Solo	March 2025	Heroes Hall, City of San Fernando, Pampanga (Tentative)
50	Pax	<b>6th Meeting MD2 (Packed Lunch)</b> Pork kare-kare Banana 1 Cup Rice <b>Drinks AB1</b> 230ml C2 Solo	March 2025	



50	Pax	<b>Press Conference BUFFET (BA6) BREAKFAST BUFFET</b>  Pork Ribs BBQ Steamed Rice Buttered Vegetables (1/2 cup) Garlic Chicken Dessert Drinks	April 2025	Heroes Hall, City of San Fernando, Pampanga (Tentative)
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Qty.	Unit	Item Description / Specifications	Delivery Date	Location
50	Pax	<b>Assessment Meeting BUFFET (BA3)</b> Steamed Rice Beef Stroganof Shrimp w/ Broccoli Rosemary Chicken Dessert Drinks	May 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 Delivery Period shall be on February, March, April and May 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 to notify 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**

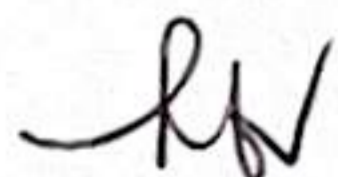
The deliverables of the supplier/ contractor shall be as follows:

- 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.
- 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 of 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:



**Reagand Caladiao**  
Project Development Officer I

Approved by:



**Ma. Lourdes Carravella 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.*