



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 Project I-CAN of the City Schools Division of San Fernando, Pampanga**  
 Location of the Project : **Department of Education - City of San Fernando, Pampanga**

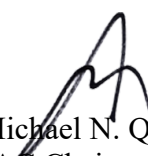
Company Name \_\_\_\_\_ Date : **Feb 11, 2025**  
 PR No. : **2025-02-00223**  
 Address \_\_\_\_\_

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, February 18, 2025 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Monalyn M. Aquino  
 Administrative Aide VI (Buyer II)

  
 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>Araling Panlipunan Kasanayan Quiz Bee</b>						
1	150	pax	AM Snack Set MC6 - AB2 --1 cup of spaghetti with cheeseburger & 250ml minute Maid			
2	150	pack(s)	Lunch Set MF10-AB3 1 cup of Rice Fried Chicken 3 Pcs. Chicken Fillet Banana/Pastries			
<b>Araling Panlipunan Pop Quiz Oratorical</b>						
3	100	pax	Am Snack Set MC7 - AB4 Baked Mac with chicken sandwich & 300ml Coke Mismo			
4	100	pack(s)	Lunch Set MF4 - AB3 1 cup of rice Chicken Teriyaki, 3pcs Spring rolls / lumpiang shanghai banana / pastries, & 330ml mineral water			
<b>Araling Panlipunan ASEAN Quiz</b>						
5	100	pax	AM SNACK Set MC6 - AB2 1 cup of spaghetti with cheese burger & 250ml minute maid			
6	100	pack(s)	Lunch Set AB3 1 cup of rice Pork Bistig, Garlic Chicken, banana / pastries and 330ml mineral water			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
<b>Read-a-Thon Filipino</b>						
7	100	pax	AM Snacks Set MC5 - AB2 1 cup carbonara with clubhouse sandwich and 250 ml minute maid			
8	100	pax	Lunch Set MF9 - AB3 1 cup of rice Pork Asado, 3 pcs chicken fillet, banana / pastries, and 330 ml mineral water			
<b>Read-a-Thon English</b>						
9	100	pax	AM Snacks Set MC7 - AB4 Baked Mac with chicken sandwich (MC7) & 330ml coke mismo (AB4)			
10	100	pax	Lunch Set MF4 - AB3 1 cup of rice Chicken Tereyaki, 3pcs Sprill rolls / lumpiang shanghai, banana / pastries, & 330 ml mineral water			
<b>EPP/TLE Technolympics</b>						
11	200	pax	AM Snack Set MC7 - AB4 Baked Mac with chicken sandwich & 300ml Coke Mismo			
12	200	pax	Lunch Set MF2 - AB1 1 cup of rice Pork kare - kare, 1 pc Fried Chicken, banana / pastries, and 230 ml C2 solo			
<b>MAPEH Sining Tanghalan</b>						
13	150	pax	Snack Set MC7 - AB4 Baked Mac with chicken sandwich & 300ml Coke Mismo			
14	150	pax	Lunch Set MF12 - AB1 1 cup of rice Breaded Pork Chop, Chicken Caldereta, banana / pastries and 230ml C2 Solo			
<b>MEP Musabaqah Festival</b>						
15	100	pax	AM Snacks Set MB13 - AB2			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			1 cup of chicken mami with chicken sandwich and 250ml minute maid			
16	100	pax	Lunch Set E2 - AB3 1 cup of rice Beef Steak, Buttered Vegetable banana / pastries and 330ml mineral water			
<b>ALS Festival of Talents</b>						
17	200	pax	Am Snack Set MC5 - AB2 1 cup carbonara with clubhouse sandwich and 250 ml minute maid			
18	200	pax	Lunch Set MF9 - AB3 1 cup of rice Pork Asado, 3pcs Chicken Fillet, banana / pastrie, and 330ml mineral water			
<b>Math Division Contest (DFOT)</b>						
19	110	pax	AM Snacks Set MC6 - AB2 1 cup Spaghetti with cheese burger & 250 ml minute maid			
20	110	pax	Lunch Set MF10 - AB3 1 cup of rice Fried Chicken, 1/3 cup Creamy / buttered vegetables banana / pastries and 330ml Mineral Water			
<b>Journalism Intensive Training Day 1</b>						
21	335	pax	AM Snack SET MB1 - AB1 Big Size Cheese Burger with TLC and 230ml C2 Solo			
22	335	pax	Lunch Set ME5 - AB3 1 cup of rice BBQ Chicken, Chopsuey Banana / pastries and 330ml Mineral water			
23	335	pax	PM Snack Set MB2 - AB2 1 cup pancit palabok with 2 pcs putu pao and 250ml Minute Maid			
<b>Journalism Intensive Training Day 2</b>						
24	335	pax	AM Snack Set MB4 - AB4 1 cup pansit canton with 2pcs siomai and 300ml Coke Mismo			
25	335	pax	Lunch Set ME2 - AB3			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			1 cup of rice Beef Caldereta mixed vegetable banana / pabies and 330 ml mineral water			
26	335	pax	PM Snack Set MB1 - AB2 Big Size Cheese Burger with TLC and 250ml Minute maid			
<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 and Snacks to be served during the different activities of Department of Education under Project I-CAN for the City Schools Division City of San Fernando, Pampanga**

#### **I. RATIONALE**

Competitions provide many opportunities for students, a platform to demonstrate students' talents, and a stepping stone to achieving greater things in life. The Division of City of San Fernando shared in the commitment and continuing effort to hone the skills, talents, and abilities for the holistic development of learners by providing opportunities for students to showcase their talents and develop their values. The conduct of this activity will contribute to the achievement of the strategic direction on the provision of equitable access to inclusive and quality education through strong partnership and support to the city government advocacy which thrusts to develop our Fernandino Youth to excel in their skills and develop their good character.

Thus, there is a need to conduct the Division Festival of Talents (DFOT), Division Press Conference to identify potential contestants to represent the city of San Fernando in Regional and National Contests. Intensive training will also be conducted to prepare students to compete at the Regional and National Levels.

#### **II. OBJECTIVES:**

- To provide Fernandino learners with opportunities to showcase their talents and skills in the competitions.
- Demonstrate knowledge and understanding of the concepts and skills learned in different learning areas through healthy and friendly competitions.
- To determine contestants to represent the Division, Regional, National Festival of Talents, and Campus Journalism.

#### **III. METHODOLOGY**

- Planning meetings with the members of the technical working committee.
- Preparation of documents relevant to the conduct of the competition (memoranda, letters, registration forms, score sheets etc).
- Conduct preliminary screening and Division Festival of Talents in different learning areas.
- Conduct of Division of Division Contests in preparation for the Regional and National Contests
- Issuance of the list of winners and conduct of intensive training in preparation for the Regional and National Festival of Talents.

#### IV. BUDGETARY REQUIREMENT

The budgetary requirement for the Supply and Delivery of Meals to be served during the the different activities of Department of Education under Project I-CAN for the the City Schools Division City of San Fernando, Pampanga is NINE HUNDRED FORTY-THREE THOUSAND AND SIX HUNDRED NINETY PESOS (P943, 690.00) Pesos only.

#### V. 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:

Deliver the following on the specified date, time and venue:

Quantity	Item Description/ Specification	Location
150 PAX	<b>Araling Panlipunan Kasanayan Quiz Bee</b> <b>AM Snack</b> Set MC6 - AB2 --1 cup of spaghetti with cheeseburger & 250ml minute Maid	To be announced
150 PAX	<b>Lunch Set MF10-AB3</b> 1 cup of Rice Fried Chicken 3 Pcs. Chicken Fillet Banana/Pastries	To be announced
100 PAX	<b>Araling Panlipunan Pop Quiz Oratorical</b> <b>Am Snack Set MC7 - AB4</b>  Baked Mac with chicken sandwich & 300ml Coke Mismo	To be announced
100 PAX	<b>Lunch Set MF4 - AB3 1</b> cup of rice Chicken Teriyaki, 3pcs Spring rolls / lumpiang shanghai banana / pastries, & 330ml mineral water	To be announced
100 PAX	<b>Araling Panlipunan ASEAN Quiz</b> <b>AM SNACK Set MC6 - AB2</b> 1 cup of spaghetti with cheese burger & 250ml minute maid	To be announced
100 PAX	<b>Lunch Set AB3</b> 1 cup of rice Pork Bistig, Garlic Chicken, banana / pastries and 330ml mineral water	To be announced

100 PAX	<b>Read-a-Thon Filipino</b> <b>AM Snacks Set MC5 - AB2</b> 1 cup carbonara with clubhouse sandwich and 250 ml minute maid	To be announced
100 PAX	<b>Lunch Set MF9 - AB3</b> 1 cup of rice Pork Asado, 3 pcs chicken fillet, banana / pastries, and 330 ml mineral water	
100 PAX	<b>Read-a-Thon English</b> <b>AM Snacks Set MC7 - AB4</b> Baked Mac with chicken sandwich (MC7) & 330ml coke mismo (AB4)	To be announced
100 PAX	<b>Lunch Set MF4 - AB3</b> 1 cup of rice Chicken Tereyaki, 3pcs Sprill rolls / lumpiang shanghai, banana / pastries, & 330 ml mineral water	
200 PAX	<b>EPP/TLE Technolympics</b> <b>AM Snack Set MC7 - AB4</b> Baked Mac with chicken sandwich & 300ml Coke Mismo	To be announced
200 PAX	<b>Lunch Set MF2 - AB1</b> 1 cup of rice Pork kare - kare, 1 pc Fried Chicken, banana / pastries, and 230 ml C2 solo	
150 PAX	<b>MAPEH Sining Tanghalan</b> <b>Snack Set MC7 - AB4</b> Baked Mac with chicken sandwich & 300ml Coke Mismo	To be announced
150 PAX	<b>Lunch Set MF12 - AB1</b> 1 cup of rice Breaded Pork Chop, C hicken Caldereta, banana / pastries and 230ml C2 Solo	
100 PAX	<b>MEP Musabaqah Festival</b> <b>AM Snacks Set MB13 - AB2</b> 1 cup of chicken mami with chicken sandwich and 250ml minute maid	To be announced
100 PAX	<b>Lunch Set E2 - AB3</b> 1 cup of rice Beef Steak, Buttered Vegetable banana / pastries and 330ml mineral water	
200 PAX	<b>ALS Festival of Talents</b> <b>Am Snack Set MC5 - AB2</b> 1 cup carbonara with clubhouse sandwich and 250 ml minute maid	To be announced
200 PAX	<b>Lunch Set MF9 - AB3</b> 1 cup of rice Pork Asado, 3pcs Chicken Fillet, banana / pastrie, and 330ml mineral water	

110 PAX	<p><b>Math Division Contest (DFOT)</b></p> <p><b>AM Snacks Set MC6 - AB2</b> 1 cup Spaghetti with cheese burger &amp;250 ml minute maid</p> <p><b>Lunch Set MF10 - AB3</b> 1 cup of rice Fried Chicken, 1/3 cup Creamy / buttered vegetables banana / pastries and 330ml Mineral Water</p>	To be announced
110 PAX		
335 PAX	<p><b>Journalism Intensive Training Day 1</b></p> <p><b>AM Snack SET MB1 - AB1</b> Big Size Cheese Burger with TLC and 230ml C2 Solo</p> <p><b>Lunch Set ME5 - AB3</b> 1 cup of rice BBQ Chicken, Chopsuey Banana / pastries and 330ml Mineral water</p> <p><b>PM Snack Set MB2 - AB2</b> 1 cup pancit palabok with 2 pcs putu pao a nd 250ml Minute Maid</p>	To be announced
335 PAX		
335 PAX	<p><b>Journalism Intensive Training Day 2</b></p> <p><b>AM Snack Set MB4 - AB4</b> 1 cup pansit canton with 2pcs siomai and 300ml Coke Mismo</p> <p><b>Lunch Set ME2 - AB3</b> 1 cup of rice Beef Caldereta mixed vegetable banana / patries and 330 ml mineral water</p> <p><b>PM Snack Set MB1 - AB2</b> Big Size Cheese Burger with TLC and 250ml Minute maid</p>	To be announced
335 PAX		

#### **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 confirmed by the supplier/ contractor.
3. If the procurement process reaches the ensuing year, observe that the allowed transaction 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



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)/ Delivery Order Contract (DOC), No Delivery” Policy and comply with the delivery period.
2. Coordination with the supplier/ contractor shall be the function of the CGSO- PMD as its mandate.
3. On-Site delivery.

**d. Inspection and Acceptance**

1. On-Site Delivery.
2. The supplier/contractor shall issue a Sales Invoice.
3. The CGSO- PSMD shall prepare the corresponding Inspection and Acceptance Report/s.

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.

**VI. DELIVERABLES BY THE SUPPLIER/ CONTRACTOR AND THE CITY GOVERNMENT**

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

- a. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.
- b. Issue sales invoice.

The deliverables of the Schools Division Office shall be as follows:

- a. On-time payment of the supplier/ contractor i.e., 15 days after the delivery.
- b. End-user shall monitor the delivery.
- c. The Procurement Officer shall assist in the monitoring and on- time payment of the supplier/ contractor.
- 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:

  
**EUFROCINA LELANIE A. FERNANDEZ**  
Administrative Officer IV – Supply

Noted By:

  
**JEAN R. CANLAS PhD**  
Chief - CID

Approved by:

  
**SHIRLEY BALAJADIA ZIPAGAN PhD, CESO VI**  
Assistant Schools Division Superintendent  
Officer – In – Charge  
Office of the Schools Division Superintendent

CONFORME:

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Date

**Note:** The 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.