



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 Disaster Preparedness Run (SAFRUN) during the National Disaster Resilience Month 2025 in the City of San Fernando, Pampanga**

Location of the Project : **City Disaster Risk Reduction and Management Office**

\_\_\_\_\_  
Company Name  
Date : **Feb 18, 2025**  
PR No. : **2025-02-00267**  
\_\_\_\_\_  
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 25, 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>Coordination Meeting - Day 1</b>						
1	50	pax	MC7-AB3 -- Baked Mac with Chicken Sandwich, 330ml Mineral Water			
<b>Coordination Meeting - Day 2</b>						
2	50	pax	MC9-AB3 -- Lasagna with 4 pcs Garlic Bread, 330ml Mineral Water			
<b>On-site Meeting/Preparations - Day 1</b>						
3	50	pax	MC5-AB3 -- 1 cup Carbonarra with Clubhouse Sandwich, 330ml Mineral Water			
<b>On-site Meeting/Preparations - Day 2</b>						



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
4	50	pax	MC1-AB3 -- 1 cup Pancit Palabok with Chicken Sandwich, 330ml Mineral Water			
<b>Actual Activity</b>						
5	250	pax	MF3-AB3 -- Chicken BBQ, 1/2 cup Seafood Chopsuey, Banana/Pastries, 1 cup Rice, 330ml Mineral Water			
<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 DISASTER PREPAREDNESS RUN (SAFRUN) DURING THE NATIONAL DISASTER RESILIENCE MONTH 2025 IN THE CITY OF SAN FERNANDO, PAMPANGA.

#### I.BACKGROUND

In line with the celebration of Nationwide Disaster Resilience Month, the CDRRMO will be conducting a Disaster Preparedness Run (SAFRUN) a health and wellness - fun run activity opens for the general public after 3 years. Aims to encourage, inspire and motivate people of all ages and backgrounds to improve their mental and physical health through running and exercise. There will be three categories: 3k, 5k and 10k.

Before the pandemic, the last Disaster Preparedness Run also dubbed as “SAFRUN” was held on July 21, 2019 at Heroes Hall and City of San Fernando downtown streets participated by more than 500 running enthusiasts. Year 2024 was participated by 700 running enthusiasts.

#### II.BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Meals to be served for the Disaster Preparedness Run (SAFRUN) during the National Disaster Resilience Month 2025 in the City of San Fernando, Pampanga, is included in the PPMP in the amount of ONE HUNDRED ONE THOUSAND FIVE HUNDRED FIFTY PESOS (P 101,550.00).

#### III.OBJECTIVES

Aims to encourage, inspire and motivate people of all ages and backgrounds to improve their mental and physical health through running and exercise.

#### 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	Coordination Meeting	June-July 2025	Within CSFP
50	pax	Day 1 AM Snacks MC7-AB3		
50	pax	Day 2 AM Snacks MC9- AB3		
50	pax	On-site Meeting/Preparations		
50	pax	Day 1 AM Snacks MC5- AB3		
50	pax	Day 2 AM Snacks MC1- AB3		
250	pax	Actual Activity AM Snacks MF3-AB3		Capital Town

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. Ensure to supply the requirements upon issuance of DOC.
5. 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. The Delivery Period shall be from June-July 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 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 sheets 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 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 the month.
- 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 and submitted by:

**RAYMOND B. DEL ROSARIO**

City DRRM 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.