



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 Women's Health Care Program: Buntis Summit of the City Health Office for 2025 in the City of San Fernando, Pampanga**

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

\_\_\_\_\_  
Company Name  
Date : **Feb 18, 2025**  
PR No. : **2025-02-00286**  
\_\_\_\_\_  
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
1	200	pax	AM SNACK MA8 Special Cheeseburger Sandwich With Fries Drinks – 250ml Minute Maid Tetra Pack			
2	200	pax	LUNCH MD4 Chicken Teriyaki Banana/Pastries 1 Cup Rice Drinks – 250ml Minute Maid Tetra Pack			
<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 Women's Health Care Program: Buntis Summit of the City Health Office for 2025 in the City of San Fernando, Pampanga**

#### **I. BACKGROUND**

Buntis Summit is an innovation of the Local Government Unit that aims to improve the survival of women during pregnancy, delivery, post-partum, and reduce mortality of children under five years of age. Pregnant women were given the same free services provided such as prenatal check-up/consultation, dental services, laboratory tests and information education.

Buntis Summit aims to strengthen the individual services provided by raising awareness of the activity itself, fostering a collaboration with the barangay council, enhancing women's health-seeking behavior, and promoting health promotion with a focus on care for pregnant women.

#### **II. BUDGETARY REQUIREMENT**

The budgetary requirement for the Supply and Delivery of Meals to be served for the Women's Health Care Program: Buntis Summit of the City Health Office for 2025 in the City of San Fernando, Pampanga is included in the PPMP with the Ref. No. 2025-925 and is already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of FIFTY EIGHT THOUSAND PESOS (P 58,000.00).

#### **III. OBJECTIVES**

The objectives of the Buntis Summit of the City Health Office in the City of San Fernando, Pampanga are as follows:

- Aims to educate women on pregnancy-related issues and to instill the importance of complete prenatal check-up during pregnancy to avoid maternal deaths.
- Provide awareness lectures to all pregnant mothers on the importance of newborn screening/newborn hearing screening.
- Increase mothers' knowledge on proper nutrition and importance of micronutrient supplementation.
- Know the importance of breastfeeding.
- Impart knowledge on the importance of prenatal & post-natal care.
- Know the different family planning commodities and their usages.

#### **IV. COVERAGE/SERVICES**

A Buntis Summit typically focuses on providing education, services, and support to pregnant women and their families. The event usually covers various aspects related to pregnancy, childbirth, and maternal health, with a goal to enhance knowledge, promote healthy pregnancies, and ensure safe deliveries.

- Health Education: Prenatal, Postnatal, Immunization Program, Dental, Breastfeeding, Nutrition, and Family Planning.
- Freebies: Newborn Starter Kits
- Partner booths with public and private NGOs.

#### **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

Quantity	Unit	Item Description/ Specification	Delivery Date	Location
200	pax	LUNCH MD4 Chicken Teriyaki Banana/Pastries 1 Cup Rice Drinks – 250ml Minute Maid Tetra Pack	November 2025	Heroes Hall, Brgy. San Juan, CSFP
200	pax	AM SNACK MA8 Special Cheeseburger Sandwich With Fries Drinks – 250ml Minute Maid Tetra Pack		

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/ 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 in **November 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.

**VI. 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.

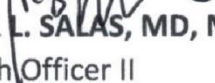
The deliverables of the City Government shall be as follows:

- a. On- time payment of the supplier/ contractor i.e., 15 days after delivery regardless 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 and Submitted by:

  
**JAIRA P. NATIVIDAD, MD**  
Women's Health Care Program Manager

Noted by:

  
**ROWENA L. SALAS, MD, MHA**  
City Health Officer II

<b>CONFORME:</b>
_____ 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.*