



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 HEMS- 2 Days Basic Life Support-BLS and Basic First Aid Training of the City Health Office for the 1st Semester of 2025 in the City of San Fernando, Pampanga. subject to Ordering Agreement**

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

Company Name \_\_\_\_\_ Date : **Mar 3, 2025**  
PR No. : **2025-02-00379**  
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, March 10, 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>Batch 1 Day 1</b>						
1	45	pax	AM SNACK MB6 1 Cup Carbonarra with Garlic Bread Drinks – 250ml Minute Maid Tetra Pack			
2	45	pax	LUNCH MF1 Pork Adobo 3 pcs Fish Fillet Banana/Pastries 1 Cup Rice Drinks – 250ml Minute Maid Tetra Pack			
3	45	pax	PM SNACK MB7 1 Cup Spaghetti with Ham Sandwich Drinks – 250ml Minute Maid Tetra Pack			
<b>Batch 1 Day 2</b>						
4	45	pax	AM SNACK MB8 1 Cup Goto with Tokwat Baboy Drinks – 250ml Minute Maid Tetra Pack			
5	45	pax	LUNCH MF2 Pork Kare Kare 1 pc Fried Chicken Banana/Pastries 1 Cup Rice Drinks – 250ml Minute Maid Tetra Pack			
6	45	pax	PM SNACK MB8 1 Cuo Arroz Caldo with Turon Drinks – 250ml Minute Maid Tetra Pack			
<b>Batch 2 Day 1</b>						
7	45	pax	AM SNACK MB6 1 Cup Carbonarra with Garlic Bread			



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Project Title :

**Supply and Delivery of Meals to be served for the HEMS- 2 Days Basic Life Support-BLS and Basic First Aid Training of the City Health Office for the 1st Semester of 2025 in the City of San Fernando, Pampanga. subject to Ordering Agreement**

Location of the Project :

**City Health Office**

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			Drinks – 250ml Minute Maid Tetra Pack			
8	45	pax	LUNCH MF1 Pork Adobo 3 pcs Fish Fillet Banana/Pastries 1 Cup Rice Drinks – 250ml Minute Maid Tetra Pack			
9	45	pax	PM SNACK MB7 1 Cup Spaghetti with Ham Sandwich Drinks – 250ml Minute Maid Tetra Pack			
<b>Batch 2 Day 2</b>						
10	45	pax	AM SNACK MB8 1 Cup Goto with Tokwat Baboy Drinks – 250ml Minute Maid Tetra Pack			
11	45	pax	LUNCH MF2 Pork Kare Kare 1 pc Fried Chicken Banana/Pastries 1 Cup Rice Drinks – 250ml Minute Maid Tetra Pack			
12	45	pax	PM SNACK MB8 1 Cuo Arroz Caldo with Turon 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 HEMS- 2 Days Basic Life Support-BLS and Basic First Aid Training of the City Health Office for the 1st Semester of 2025 in the City of San Fernando, Pampanga. subject to Ordering Agreement**

#### **I. Background**

According to American Heart Association, BLS is the foundation for saving lives after cardiac arrest. Fundamental aspects of adult BLS include immediate recognition of sudden cardiac arrest and activation of the emergency response system, early CPR and rapid defibrillation with an automated external defibrillator (AED). Initial recognition and response to heart attack and stroke are also considered part of BLS.

The City Health Office of the City of San Fernando, Pampanga conducts BLS trainings 3-4 times a year in response to Administrative Order (A.O.) 155 s. 2004, section VI Implementing Guidelines - "The Basic Life Support (BLS) Training is mandatory to all health workers and to support community health resilience building. Republic Act 10871, or The Basic Life Support Training in school act and in support of Disaster Risk Reduction Management in Health's goal that at least one member of Filipino household shall be trained in BLS.

Thus, in observance of City's Agenda# 2 "Universal Healthcare for All", The City Health Office aims to equip our employees and response teams the knowledge, skills and attitude during the need arises from related emergencies and decrease the mortality rate of those related cases.

#### **II. Budgetary Requirement**

**Supply and Delivery of Meals to be served for the HEMS- 2 Days Basic Life Support-BLS and Basic First Aid Training of the City Health Office for the 1st Semester of 2025 in the City of San Fernando, Pampanga. subject to Ordering Agreement** is included in the AIP with **2025-1686** and already included in the Annual Procurement Plan of the City Government, which is in the amount of **ONE HUNDRED TWELVE THOUSAND EIGHT HUNDRED SIXTY PESOS (P 112,860.00)** for 2 batches.

#### **III. Objectives**

**Supply and Delivery of Meals to be served for the HEMS- 2 Days Basic Life Support-BLS and Basic First Aid Training of the City Health Office for the 1st Semester of 2025 in the City of San Fernando, Pampanga. subject to Ordering Agreement** are as follows:

1. Advocate the importance of Basic Life support in workplace and in community
2. To train personnel to act and response in case of emergencies.
3. To collaborate with various stakeholders to conduct more BLS training.
4. To update and equipped the knowledge, skills and attitude of our response teams and employees

#### **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

**BATCH 1**

Qty	Unit	Item Description	Delivery Date	Location
45	Pax	AM SNACK MB6 1 Cup Carbonarra with Garlic Bread Drinks – 250ml Minute Maid Tetra Pack	DAY 1 March to June 2025	Heroes Hall, Tiburcio hall
45	Pax	LUNCH MF1 Pork Adobo 3 pcs Fish Fillet Banana/Pastries 1 Cup Rice Drinks – 250ml Minute Maid Tetra Pack		
45	Pax	PM SNACK MB7 1 Cup Spaghetti with Ham Sandwich Drinks – 250ml Minute Maid Tetra Pack		
45	Pax	AM SNACK MB8 1 Cup Goto with Tokwat Baboy Drinks – 250ml Minute Maid Tetra Pack	DAY 2 March to June 2025	Heroes Hall, Tiburcio hall
45	Pax	LUNCH MF2 Pork Kare Kare 1 pc Fried Chicken Banana/Pastries 1 Cup Rice Drinks – 250ml Minute Maid Tetra Pack		
45	Pax	PM SNACK MB9 1 Cup Arroz Caldo with Turon Drinks – 250ml Minute Maid Tetra Pack		

**BATCH 2**

Qty	Unit	Item Description	Delivery Date	Location
45	Pax	AM SNACK MB6 1 Cup Carbonarra with Garlic Bread Drinks – 250ml Minute Maid Tetra Pack	DAY 1 March to June 2025	Heroes Hall, Tiburcio hall
45	Pax	LUNCH MF1 Pork Adobo 3 pcs Fish Fillet Banana/Pastries 1 Cup Rice Drinks – 250ml Minute Maid Tetra Pack		

45	Pax	PM SNACK MB7 1 Cup Spaghetti with Ham Sandwich Drinks – 250ml Minute Maid Tetra Pack		
45	Pax	AM SNACK MB8 1 Cup Goto with Tokwat Baboy Drinks – 250ml Minute Maid Tetra Pack	DAY 2 March to June 2025	Heroes Hall, Tiburcio hall
45	Pax	LUNCH MF2 Pork Kare Kare 1 pc Fried Chicken Banana/Pastries 1 Cup Rice Drinks – 250ml Minute Maid Tetra Pac		
45	Pax	PM SNACK MB9 1 Cup Arroz Caldo with Turon 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 admission 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 March to June 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 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 being required by the 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 if the delivery is per month or Ordering Agreement.
- b. End user shall monitor the delivery of requirements.
- c. Procurement Officer shall assist in the monitoring, delivery and on-time payment of the supplier.
- d. Provide the necessary and readily-available documents such as during the conduct of post – audit.
- e. Evaluate the performance of the supplier/contractor and case in case theirs is a violation to the Contract/Agreement, prepare a verified report.

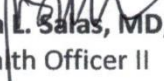
Prepared by:

  
**Rachel Anne A. Uray, RN**  
HEMS Nurse Coordinator

Noted by:

  
**Edzel M. Magtoto, MD**  
HEMS Medical Coordinator

Approved by:

  
**Rowena L. Salas, MD, MHA**  
City Health Officer II

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.