



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 Civil Registration Reaching Out-Program- Awareness Campaign on the importance of civil registration with mobile civil registration for 1st Semester of 2025 in the City of San Fernando, Pampanga subject to Ordering Agreement**

Location of the Project : **City Civil Registry Office**

Company Name

Date :

**Mar 5, 2025**

PR No. :

**2025-03-00455**

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:

Camille C. Mendiola

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	40	pax	MB1 Big size Cheese burger with TLC 200ml tetra pack minute maid			
2	40	pax	MB3 Pancit Bihon with 2 pcs turon 200ml tetra pack minute maid			
3	40	pax	MB1 Big size Cheese burger with TLC 200ml tetra pack minute maid			
4	40	pax	MB3 Pancit Bihon with 2 pcs turon 200ml tetra pack minute maid			
5	40	pax	MB1 Big size Cheese burger with TLC 200ml tetra pack minute maid			
6	40	pax	MB3 Pancit Bihon with 2 pcs turon 200ml tetra pack minute maid			
7	40	pax	MB1 Big size Cheese burger with TLC 200ml tetra pack minute maid			
8	40	pax	MB3 Pancit Bihon with 2 pcs turon 200ml tetra pack minute maid			
9	40	pax	MB1 Big size Cheese burger with TLC 200ml tetra pack minute maid			
10	40	pax	MB3 Pancit Bihon with 2 pcs turon			



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Project Title :

**Supply and Delivery of Meals to be served for the Civil Registration Reaching Out-Program- Awareness Campaign on the importance of civil registration with mobile civil registration for 1st Semester of 2025 in the City of San Fernando, Pampanga subject to Ordering Agreement**

Location of the Project :

**City Civil Registry Office**

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			200ml tetra pack minute maid			
11	40	pax	MB1 Big size Cheese burger with TLC 200ml tetra pack minute maid			
12	40	pax	MB3 Pancit Bihon with 2 pcs turon 200ml tetra pack minute maid			
13	40	pax	MB1 Big size Cheese burger with TLC 200ml tetra pack minute maid			
14	40	pax	MB3 Pancit Bihon with 2 pcs turon 200ml tetra pack minute maid			
15	40	pax	MB1 Big size Cheese burger with TLC 200ml tetra pack minute maid			
16	40	pax	MB3 Pancit Bihon with 2 pcs turon 200ml tetra pack minute maid			
17	40	pax	MB1 Big size Cheese burger with TLC 200ml tetra pack minute maid			
18	40	pax	MB3 Pancit Bihon with 2 pcs turon 200ml tetra pack minute maid			
19	40	pax	MB1 Big size Cheese burger with TLC 200ml tetra pack minute maid			
20	40	pax	MB3 Pancit Bihon with 2 pcs turon 200ml tetra pack 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 to be served for the Civil Registration Reaching Out-Program- Awareness Campaign on the importance of civil registration with mobile civil registration for the 1<sup>st</sup> Sem of 2025 in the City of San Fernando, Pampanga, subject to Ordering Agreement**

#### **I. BACKGROUND**

The City Civil Registry Office of the City Government of San Fernando (P) defines civil registration as the continuous, permanent and compulsory recording of vital events occurring in the life of an individual such as birth, marriage and death, as well as all court decrees, and legal instruments affecting his civil status in appropriate registers as mandated by Act No. 3753, the Civil Registry Law of the Republic of the Philippines.

It is a fundamental responsibility carried out by the states through its citizens and qualified authorities whose collective reports become official records from which important milestones in person's life is documented.

The Civil Registry Office aims to conduct Mobile Civil Registration Outreach Program (MCROP) to schools and barangays to bring awareness about the importance of civil registration and encourage the locals to "get in the picture".

On the other note, to keep our partners abreast with the current issues and important laws surrounding the civil registration process, a yearly CSFP Convention of Partners in Civil Registration which will be held wherein different stakeholders from hospitals, funeral parlors, religious entities, barangay officials and secretaries, traditional midwives, registered midwives, cemetery administrators and members of CSFP judiciary are encouraged to attend in this event.

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

The budgetary requirement for the Supply and Delivery of Meals for the 1<sup>st</sup> Semester of Civil Registration Reaching Out-Program- Awareness Campaign on the importance of civil registration with mobile civil registration from March to June 2025 of the City Civil Registry Office in the City of San Fernando, Pampanga is included in the PPMP with the Ref. No. 2025-1653 which is in the amount of ONE HUNDRED TWENTY FIVE THOUSAND SIX HUNDRED PESOS ONLY (P 125,600.00).

#### **III. OBJECTIVES**

The objectives are as follows:

1. To promulgate universal civil registration.
2. To capture accurate, complete and timely vital statistics.
3. To provide legal documents to all individuals that will aid in claiming identity and ensuring rights.

#### **IV. TERMS AND CONDITION**

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
800	PAX	Meals (Snacks)	March to June 2025	City Civil Registry Office, Cityhall, Sto. Rosario, CSFP

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 of 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.

a. Delivery/ Implementation period

1. Strictly observe the “No Purchase Order (PO)/ Contracts, No Delivery” Policy and comply with the delivery period.
2. During the delivery, strictly follow the provisions enumerated in the Terms and Condition of the PO/ Contract including the Delivery Schedule, Penalty, among others.
3. 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.
4. Coordination with the supplier/ contractor shall be the function of the CGSO- PMD as its mandate.
5. 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.

b. 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 SERVICE PROVIDER AND THE CITY GOVERNMENT**

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

- Provide the quantity of meals being required by the project/ program; and
- Strictly follow the specifications and timely provision of requirements based on the delivery schedule.
- Good quality, safe, wholesome and nutritious meals, snacks and beverages in compliance with requirements of all food safety standards

The deliverables of the City Government shall be as follows:

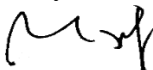
- a. On- time payment of the supplier/ contractor i.e., 15 days after delivery regardless if the delivery is per month or Ordering Agreement.
- b. End- user shall monitor the delivery of requirements.
- c. The Procurement Officer shall assist in the monitoring, delivery and on- time payment of the supplier.
- 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:



Patrick Gerald A. Mendoza  
Procurement Officer

Approved by:



**RIMANDO E. UMALI**  
City Civil Registrar

<b>CONFORME:</b>
<hr style="border: 0.5px solid black;"/>
<b>Signature over Printer Name</b>
<hr style="border: 0.5px solid black;"/>
<b>Date</b>

*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.*