



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 City Board of Canvassers (CBOC) for 2025 National and Local Elections in the City of San Fernando, Pampanga**

Location of the Project : **City Treasurer's Office**

Company Name _____ Date : **Mar 5, 2025**
PR No. : **2025-03-00456**
Address _____

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Wednesday, March 12, 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
DAY 1						
1	15	pax	Breakfast Set MB6 1 cup Carbonara with garlic bread Set AB3 330ml Mineral Water			
2	15	pax	AM Snacks Set MB1 Big size Cheese Burger with TLC Set AB1 230ml C2 Solo			
3	15	pax	Lunch Set ME4 Roast Beef Mixed Vegetable Banana/pastries 1 cup Rice Set AB3 330ml Mineral Water			
4	15	pax	PM Snacks Set MB2 1 cup Pancit Palabok with 2 pcs Puto Pao Set AB4 300ml Coke Mismo			
5	15	pax	Dinner Set MF3 Chicken Caldereta 3 pcs Fish Fillet Banana/pastries 1 cup Rice Set AB3 330ml Mineral Water			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
6	15	pax	Midnight Snacks Set MB7 1 cup Spaghetti with ham sandwich Set AB4 250ml Minute Maid			
DAY 2						
7	15	pax	Breakfast Set MB9 1 cup Arroz Caldo with 2 pcs Puto Set AB3 330ml Mineral Water			
8	15	pax	AM Snacks Set MB3 1 cup Pancit Bihon with 2 pcs Turon Set AB1 230ml C2 Solo			
9	15	pax	Lunch Set MF7 Pork Bistig Garlic Chicken Banana/pastries 1 cup Rice Set AB3 330ml Mineral Water			
10	15	pax	PM Snacks Set MB1 Big size Cheese Burger with TLC Set AB4 300ml Coke Mismo			
11	15	pax	Dinner Set MF10 Fried Chicken 1/3 cup Creamy Vegetables Banana/pastries 1 cup Rice Set AB3 330ml Mineral Water			
12	15	pax	Midnight Snacks Set MC3 1 cup Pancit Canton with 1/2 size Clubhouse Sandwich Set AB4 250ml Minute Maid			
DAY 3						
13	15	pax	Breakfast Set MB7 1 cup Spaghetti with ham sandwich Set AB4 250ml Minute Maid			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
14	15	pax	AM Snacks Set MB1 Big size Cheese Burger with TLC Set AB1 230ml C2 Solo			
15	15	pax	Lunch Set MF3 Chicken BBQ 1/2 cup Seafood Chopsuey Banana/pastries 1 cup Rice Set AB3 330ml Mineral Water			
16	15	pax	PM Snacks Set MB5 1 cup Sotanghon with 3pcs Kutsinta Set AB4 300ml Coke Mismo			
17	15	pax	Dinner Set MF9 Pork Asado 3 pcs Chicken Fillet Banana/pastries 1 cup Rice Set AB3 330ml Mineral Water			
18	15	pax	Midnight Snacks Set MB2 1 cup Pancit Palabok with 2 pcs Puto Pao Set AB4 250ml Minute Maid			
DAY 4						
19	15	pax	Breakfast Set MB6 1 cup Carbonara with garlic bread Set AB3 330ml Mineral Water			
20	15	pax	AM Snacks Set MB4 1 cup Pancit Canton with 2 pcs Siomai Set AB1 230ml C2 Solo			
21	15	pax	Lunch Set MF2 Pork Kare-kare 1 pc Fried Chicken Banana/pastries 1 cup Rice Set AB3 330ml Mineral Water			



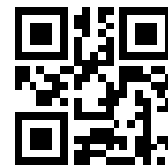
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Location of the Project : **City Treasurer's Office**

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
22	15	pax	PM Snacks Set MB1 Big size Cheese Burger with TLC Set AB4 300ml Coke Mismo			
23	15	pax	Dinner Set M43 Chicken Teriyaki 3 pcs Lumpiang Shanghai Banana/pastries 1 cup Rice Set AB3 330ml Mineral Water			
24	15	pax	Midnight Snacks Set MC2 1 cup Pancit Bihon with Cheesy Ensaymada Set AB4 250ml Minute Maid			
Total Amount:						

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 DURING THE CITY BOARD OF CANVASSERS (CBOC) FOR 2025 NATIONAL AND LOCAL ELECTIONS IN THE CITY OF SAN FERNANDO, PAMPANGA

I. BACKGROUND

The Local Government of San Fernando upholding to its vision of becoming the Model City of Countryside Development is well known to be an advocate of transparency and accountability in the delivery of public service. The City Treasurer's Office being one of the core offices that cater frontline services and perform other powers and functions as stated in the Local Government Code of 1991 adheres to these governance tools. Pursuant to Sec. 2 (d) of the Omnibus Election Code, local treasurers are mandated to perform specific functions in the National and Local Elections.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for this project with assigned PPMP Ref. No. 2025-502, which is included in the Annual Procurement Plan of the City Government amounts to **SEVENTY THOUSAND TWO HUNDRED PESOS (P 70,200.00)**.

III. OBJECTIVES

This project aims to support the CTO in performing its mandated duties and responsibilities. In consideration of the valuable performance of duties and responsibilities of the CBOC, provision of meals is deemed necessary.

IV. SCOPE OF SERVICES

The supplier/contractor shall follow the specifications/schedule as follows:

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
15	pax	Breakfast Set MB6 1 cup Carbonara with garlic bread Set AB3 330ml Mineral Water	DAY 1	City of San Fernando, Pampanga
15	pax	AM Snacks Set MB1 Big size Cheese Burger with TLC Set AB1 230ml C2 Solo		
15	pax	Lunch Set ME4 Roast Beef Mixed Vegetable Banana/pastries 1 cup Rice Set AB3 330ml Mineral Water		
15	pax	PM Snacks Set MB2 1 cup Pancit Palabok with 2 pcs Puto Pao Set AB4 300ml Coke Mismo		
15	pax	Dinner Set MF3 Chicken Caldereta 3 pcs Fish Fillet Banana/pastries 1 cup Rice Set AB3 330ml Mineral Water		
15	pax	Midnight Snacks Set MB7 1 cup Spaghetti with ham sandwich Set AB4 250ml Minute Maid		

15	pax	Breakfast Set MB9 1 cup Arroz Caldo with 2 pcs Puto Set AB3 330ml Mineral Water	DAY 2	City of San Fernando, Pampanga
15	pax	AM Snacks Set MB3 1 cup Pancit Bihon with 2 pcs Turon Set AB1 230ml C2 Solo		
15	pax	Lunch Set MF7 Pork Bistig Garlic Chicken Banana/pastries 1 cup Rice Set AB3 330ml Mineral Water		
15	pax	PM Snacks Set MB1 Big size Cheese Burger with TLC Set AB4 300ml Coke Mismo		
15	pax	Dinner Set MF10 Fried Chicken 1/3 cup Creamy Vegetables Banana/pastries 1 cup Rice Set AB3 330ml Mineral Water		
15	pax	Midnight Snacks Set MC3 1 cup Pancit Canton with 1/2 size Clubhouse Sandwich Set AB4 250ml Minute Maid		
15	pax	Breakfast Set MB7 1 cup Spaghetti with ham sandwich Set AB4 250ml Minute Maid	DAY 3	
15	pax	AM Snacks Set MB1 Big size Cheese Burger with TLC Set AB1 230ml C2 Solo		
15	pax	Lunch Set MF3 Chicken BBQ 1/2 cup Seafood Chopsuey Banana/pastries 1 cup Rice Set AB3 330ml Mineral Water		
15	pax	PM Snacks Set MB5 1 cup Sotanghon with 3pcs Kutsinta Set AB4 300ml Coke Mismo		
15	pax	Dinner Set MF9 Pork Asado 3 pcs Chicken Fillet Banana/pastries 1 cup Rice Set AB3 330ml Mineral Water		
15	pax	Midnight Snacks Set MB2 1 cup Pancit Palabok with 2 pcs Puto Pao Set AB4 250ml Minute Maid		
15	pax	Breakfast Set MB6 1 cup Carbonara with garlic bread Set AB3 330ml Mineral Water	DAY 4	
15	pax	AM Snacks Set MB4 1 cup Pancit Canton with 2 pcs Siomai Set AB1 230ml C2 Solo		
15	pax	Lunch Set MF2 Pork Kare-kare 1 pc Fried Chicken Banana/pastries 1 cup Rice Set AB3 330ml Mineral Water		
15	pax	PM Snacks Set MB1 Big size Cheese Burger with TLC Set AB4 300ml Coke Mismo		
15	pax	Dinner Set M43 Chicken Teriyaki 3 pcs Lumpiang Shanghai Banana/pastries 1 cup Rice Set AB3 330ml Mineral Water		
15	pax	Midnight Snacks Set MC2 1 cup Pancit Bihon with Cheesy Ensaymada Set AB4 250ml Minute Maid		

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 project/program
- b. Follow the specifications and schedule of the activity as indicated in the scope
- c. Foods shall be packed in reusable containers or environment-friendly packaging


The deliverables of the City Government shall be as follows:

- a. The CTO shall provide the necessary documents relative to the procurement of meals
- b. The Procurement Officer shall assist in the monitoring, delivery and payment of the procured goods

Prepared and submitted by:


Christian S. Laylo
Admin. Asst. III

Noted by:


Mary Ann P. Bautista
City Treasurer

CONFORME:
_____ Signature Over Printed Name of Supplier/Contractor
_____ 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.