



Republic of the Philippines

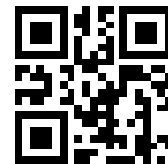
Province of Pampanga

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 used for the Rabies Month Celebration for 2025 in the City of San Fernando, Pampanga**

Location of the Project : **City Agriculture and Veterinary Office**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

Date : **Mar 13, 2025**

PR No. : **2025-03-00577**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, March 18, 2025 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Paolo Cesar E. Areola

  
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

### Lot 1 - Batch 1

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
1	99	pax	Am Snack MB7 & AB4 , 1 cup Spaghetti with ham sandwich & 330ml Coke Mismo			
2	99	pax	LUNCH SET MF1 & AB4 , Pork or Chicken Adobo, 3pcs Fish Fillet, Banana/pastries, 1 cup rice & 330ml Coke Mismo			
<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 RABIES AWARENESS MONTH CELEBRATION 2025 (BATCH 1) IN THE CITY OF SAN FERNANDO, PAMPANGA**

#### **I.BACKGROUND**

Pursuant to R.A. No. 7160 otherwise known as the Local Government Code of 1991 Particularly Section 444(b)(1) provides that the Chief Executive shall exercise general supervision and control over all programs, projects, services, and activities of the local government.

The City Agriculture and Veterinary Office intends to procure Meals to be served for the Rabies Awareness Month Celebration for 2025 (Batch 1) in the City of San Fernando, Pampanga.

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

The budgetary requirement for the Supply and Delivery of Meals to be served for the Rabies Month Celebration for 2025 (Batch 1) in the City of San Fernando, Pampanga already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **FOURTY TWO THOUSAND THREE HUNDRED SEVENTY TWO PESOS (P 42,372.00)**.

#### **III.OBJECTIVES**

The objectives of the Supply and Delivery of Meals to be served for the Rabies Month Celebration for 2025 (Batch 1) in the City of San Fernando, Pampanga is to ensure that meals are served during the program .

#### **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

<b>Item Description/ Specifications</b>	<b>Unit</b>	<b>Qty.</b>	<b>Delivery Period</b>	<b>Location</b>
AM Snack MB7 & AB4 1 cup spaghetti with ham sandwich & 330 ml coke	pax	99	10 days upon issuance of PO and NTP	CAVO C3, Brgy. Alasas, CSFP

Lunch Set MF1 & AB4 Pork or Chicken adobo, 3 pcs fish fillet, banana/pastries, 1 cup rice & 330 ml coke	pax	99	10 days upon issuance of PO and NTP	CAVO C3, Brgy. Alasitas, 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 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 transaction 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 to supply the requirements upon issuance of DOC.
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)/ Delivery Order Contract (DOC), No Delivery” Policy and comply with the delivery period.
2. The supplier/contractor shall present the PO and issue Sales Invoice
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. Ensure to supply the requirements upon issuance of Purchase Order.

d. Inspection and Acceptance

1. The CGSO- PSMD shall inspect and accept the delivery.
2. The supplier/contractor shall present the PO and issue Sales Invoice.
3. The CGSO- PSMD shall prepare the corresponding Inspection and Acceptance Report/s.

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 the 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 the delivery.
- b. End- user shall monitor the delivery.
- c. The Procurement Officer shall assist in the monitoring and on- time payment of the supplier/ contractor.
- 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:



**ARRIANNE C. PIÑGUL**  
Admin Officer II

Approved by:



**Dr. CRISTINA A. SANGUMAY**  
City Agriculture and Veterinary Officer

CONFORME:

---

Signature over Printed Name

---

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.*



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 used for the Rabies Month Celebration for 2025 in the City of San Fernando, Pampanga**

Location of the Project : **City Agriculture and Veterinary Office**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

Date : **Mar 13, 2025**

PR No. : **2025-03-00577**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, March 18, 2025 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga.**

Canvassed by: \_\_\_\_\_ Approved by: \_\_\_\_\_

Paolo Cesar E. Areola

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

### Lot 2 - Batch 2

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
1	99	pax	AM Snacks SET MC3& AB4 ,1 cup Pancit Canton w/ 1/2 size clubhouse sandwich & 330ml Coke Mismo			
2	99	pax	Lunch SET MF3 & AB4 , Chicken BBQ, 1/2 cup Seafood Chopsuey, Banana/pastries, 1 cup Rice & 330ml Coke Mismo			
<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 RABIES AWARENESS MONTH CELEBRATION 2025 (BATCH 2) IN THE CITY OF SAN FERNANDO, PAMPANGA

#### I.BACKGROUND

Pursuant to R.A. No. 7160 otherwise known as the Local Government Code of 1991 Particularly Section 444(b)(1) provides that the Chief Executive shall exercise general supervision and control over all programs, projects, services, and activities of the local government.

The City Agriculture and Veterinary Office intends to procure Meals to be served for the Rabies Awareness Month Celebration for 2025 (Batch 2) in the City of San Fernando, Pampanga.

#### II.BUDGETARY REQUIREMENT

The budgetary requirement for the Supply and Delivery of Meals to be served for the Rabies Month Celebration for 2025 (Batch 2) in the City of San Fernando, Pampanga already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **FOURTY TWO THOUSAND THREE HUNDRED SEVENTY TWO PESOS (P 42,372.00)**.

#### III.OBJECTIVES

The objectives of the Supply and Delivery of Meals to be served for the Rabies Month Celebration for 2025 (Batch 2) in the City of San Fernando, Pampanga is to ensure that meals are served during the program .

#### 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

Item Description/ Specifications	Unit	Qty.	Delivery Period	Location
AM Snack Set MC3 & AB4 1 cup pancit canton with ½ size clubhouse sandwich & 330 ml coke mismo	pax	99	10 days upon issuance of PO and NTP	CAVO C3, Brgy. Alasas, CSFP

Lunch Set MF3 and AB4 Chicken bbq, ½ cup seafood chopseuy, banana/pastries, 1 cup rice & 330 ml coke mismo	pax	99	10 days upon issuance of PO and NTP	CAVO C3, Brgy. Alasitas, 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 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 transaction 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 to supply the requirements upon issuance of DOC.
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)/ Delivery Order Contract (DOC), No Delivery” Policy and comply with the delivery period.
2. The supplier/contractor shall present the PO and issue Sales Invoice
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. Ensure to supply the requirements upon issuance of Purchase Order.

d. Inspection and Acceptance

1. The CGSO- PSMD shall inspect and accept the delivery.
2. The supplier/contractor shall present the PO and issue Sales Invoice.
3. The CGSO- PSMD shall prepare the corresponding Inspection and Acceptance Report/s.

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 the 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 the delivery.
- b. End- user shall monitor the delivery.
- c. The Procurement Officer shall assist in the monitoring and on- time payment of the supplier/ contractor.
- 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:



**ARRIANNE C. PIÑGUL**  
Admin Officer II

Approved by:



**Dr. CRISTINA A. SANGUMAY**  
City Agriculture and Veterinary Officer

CONFORME:

---

Signature over Printed Name

---

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.*