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 11th Commencement Exercises 2025 at the City College of San Fernando, Pampanga**

Location of the Project : **City College of San Fernando, Pampanga**

_____
Company Name

_____
Address

Date : **May 8, 2025**

PR No. : **2025-05-00876**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Thursday, May 15, 2025 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Jannelle D.A. Tungcab

Approved by:

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
Meals for the Guests (Commencement Exercises)						
1	150	pax	Set BD2 Beef Straganoff Chicken Terriyaki with Stir Fried Mongolian Vegetables Pork Tonkatsu with Tonkatsu Sauce Seafood Ala Prime Garden Vegetable Salad Parsleyed Rice Buko Lychee Assorted Soda Drinks / Iced Tea			
Meals for the Guests (Baccalaureate Mass)						
2	100	pax	Set ME2 Beef Caldereta Mixed Vegetable Banana / Pastries 1 cup Rice Set AB2 250ml minute maid			
Meals for the Honor Guards						
3	25	pax	Set ME6 Chicken Terriyaki Chopsuey Banana / Pastries 1 cup Rice Set AB2 250ml minute maid			
Meals for the ASLAG Choir						
4	25	pax	Set ME2 Beef Caldereta Mixed Vegetable			

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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			Banana / Pastries 1 cup Rice Set AB2 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 FOR THE 11TH COMMENCEMENT EXERCISES 2025 AT THE CITY COLLEGE OF SAN FERNANDO PAMPANGA

I.BACKGROUND

Graduation is the successful completion of a program study of an academic exercise in which diplomas are conferred, a line that marks a, and what every parent wishes for their children. It is but fitting to celebrate and give thanks for the blessings and bountiful graces received during their studies, and seek further enlightenment before they venture into measurement. It is what every student dreams of having education as the key to unlocking the world, a passport to freedom their respective careers.

On August 2025, we propose to hold this very simple but meaningful event, to present to the public our products, 'The City College Graduates".

II.BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Meals to be served for the 11th Commencement Exercises 2025 at the City College of San Fernando, Pampanga is included in the **PPMP with Ref. No. 2025-1675** and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **ONE HUNDRED NINE THOUSAND FIFTY PESOS ONLY (Php 109,050.00).**

III.OBJECTIVES

The Objectives of the Supply and Delivery of Meals to be served for the 11th Commencement Exercises 2025 at the City College of San Fernando, Pampanga are as follows:

- To celebrate and express gratitude to the LGU-CSFP, School Administrators, Faculty Members and Staff.
- To challenge the graduates to "spread their wings" and reach out to others while practicing their careers.
- To create a significant impact in City's socio-economic development.

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

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Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
Meals for the Guests (Commencement Exercises)				
150	pax	Set BD2 Beef Straganoff Chicken Terriyaki with Stir Fried Mongolian Vegetables Pork Tonkatsu with Tonkatsu Sauce Seafood Ala Prime Garden Vegetable Salad Parsleyed Rice Buko Lychee Assorted Soda Drinks / Iced Tea	August 2025	Mini-Convention, Heroes Hall Compound
Meals for the Guests (Baccalaureate Mass)				
100	pax	Set ME2 Beef Caldereta Mixed Vegetable Banana / Pastries 1 cup Rice Set AB2 250ml minute maid	August 2025	Mini-Convention, Heroes Hall Compound
Meals for the Honor Guards				
25	pax	Set ME6 Chicken Terriyaki Chopsuey Banana / Pastries 1 cup Rice Set AB2 250ml minute maid	August 2025	Mini-Convention, Heroes Hall Compound
Meals for the ASLAG Choir				
25	pax	Set ME2 Beef Caldereta Mixed Vegetable Banana / Pastries 1 cup Rice Set AB2 250ml minute maid	August 2025	Mini-Convention, Heroes Hall Compound

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 PO.

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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 Delivery Period shall be August 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.

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 meals being required by the project/ program;
b. Provide the menu and of quality as requested by the end user; and
c. 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. 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.

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Prepared by:

BEVERLY L. QUIBOLOY
OIC - Registrar

Approved by:

ATTY. GLORIA J. VICTORIA – BAÑAS, DPA, CESO V
College Administrator/President

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.*

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