



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 ECCD Special Meetings for the year 2025 in the City of San Fernando, Pampanga**
 Location of the Project : **City Social Welfare and Development Office**

Company Name _____ Date : **Jun 11, 2025**
 PR No. : **2025-06-01037**
 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, June 18, 2025 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Janelle D.A. Tungcab


 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
1st Special Meeting						
1	30	pax	ME1 Pork Caldereta (90g) (buttered vegetables) Mixed Vegetable (1/2 cup) Banana/pastries 1 cup Rice AB4 300ml Coke mismo			
2nd Special Meeting						
2	30	pax	ME2 Beef Caldereta (90g) (buttered vegetables) Mixed Vegetable (1/2 cup) Banana/pastries 1 cup Rice AB1 230ml C2 Solo			
3rd Special Meeting						
3	30	pax	ME3 Pork (90g) or Chicken Adobo (120g) Mixed Vegetable (1/2 cup) (buttered vegetables) Banana/pastries 1 cup Rice AB2 250ml minute maid			
4th Special Meeting						
4	30	pax	ME4 Roast Beef (90g) (buttered vegetables) Mixed Vegetable (1/2 cup) Banana/pastries 1 cup Rice AB4 300ml Coke mismo			
5th Special Meeting						
5	30	pax	ME5 BBq Chicken (120g) Chopsuey (1/2 cup) Banana/pastries 1 cup Rice AB2 250ml minute maid			



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Location of the Project : **City Social Welfare and Development Office**

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
6th Special Meeting						
6	30	pax	ME6 Chicken Terriyaki (120g) Chopsuey (1/2 cup) Banana/pastries 1 cup Rice AB1 230ml C2 Solo			
7th Special Meeting						
7	30	pax	ME7 Fried Chicken (120g) Chopsuey (1/2 cup) Banana/pastries 1 cup Rice AB4 300ml Coke mismo			
8th Special Meeting						
8	30	pax	ME1 Pork Caldereta (90g) (buttered vegetables) Mixed Vegetable (1/2 cup) Banana/pastries 1 cup Rice AB4 300ml Coke mismo			
9th Special Meeting						
9	30	pax	ME5 BBQ Chicken (120g) Chopsuey (1/2 cup) Banana/pastries 1 cup Rice 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 DURING THE ECCD SPECIAL MEETINGS FOR THE YEAR 2025 IN THE CITY OF SAN FERNANDO, PAMPANGA

I. BACKGROUND

In accordance with Section 2 of the Republic Act No. 10410 otherwise known as “The Early Years Act (EYA) of 2013” declares that the State shall institutionalize a National System for Early Childhood Care and Development (ECCD) that is comprehensive, integrative and sustainable, that involves multi-sectoral and inter-agency collaboration at the national and local levels among government; among the public and private sectors, non-government organizations; professional associations and academic institutions.

In Sec. 5 (d) of the same Act states that the ECCD Management which is one of the components shall consist of a continuing process of planning, implementation, supervision, financial management, monitoring, evaluation and reporting to persons concerned and shall encourage the active involvement of and build the capabilities of service providers, parents and local government officials to sustain the program.

Moreover, the standard under the area VII on the “Standards and Guidelines for Center-Based Early Childhood Programs for 0 to 4 Years Old Filipino Children” which pertains to Leadership, Program Management and Support states that the Program Focal Person/Administrator/Director/Principal provides leadership and support to staff and families so that young children have high quality experiences.

In addition, under area IV of the ECCD standards which pertains to staff qualifications, staff development and continuing education states that the program employs and support teaching and non-teaching staff who possess the required education qualification and essential knowledge and imbued with desirable values. The management provides the continuing professional development to promote young children’s learning and development and support family’s diverse needs.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Meals to be served during the ECCD Special Meetings for the year 2025 in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2025-2045 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **FIFTY-THREE THOUSAND SEVEN HUNDRED THIRTY PESOS (P53,730)**

III. OBJECTIVES

The objectives of the Supply and Delivery of Meals to be served during the ECCD Special Meetings for the year 2025 in the City of San Fernando, Pampanga is:

- To provide meals to ECCD Service Providers during the ECCD Special Meetings/ Sessions.

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

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
30	Pax	1 st Special Meeting ME1 Pork Caldereta (90g) (buttered vegetables)	July to December 2025	Within City of San Fernando, Pampanga

		Mixed Vegetable (1/2 cup) Banana/pastries 1 cup Rice AB4 300ml Coke mismo		
30	Pax	2 nd Special Meeting ME2 Beef Caldereta (90g) (battered vegetables) Mixed Vegetable (1/2 cup) Banana/pastries 1 cup Rice AB1 230ml C2 Solo		
30	Pax	3 rd Special Meeting ME3 Pork (90g) or Chicken Adobo (120g) Mixed Vegetable (1/2 cup) (battered vegetables) Banana/pastries 1 cup Rice AB2 250ml minute maid		
30	Pax	4 th Special Meeting ME4 Roast Beef (90g) (battered vegetables) Mixed Vegetable (1/2 cup) Banana/pastries 1 cup Rice AB4 300ml Coke mismo		
30	Pax	5 th Special Meeting ME5 BBQ Chicken (120g) Chopsuey (1/2 cup) Banana/pastries 1 cup Rice AB2 250ml minute maid		
30	Pax	6 th Special Meeting ME6 Chicken Terriyaki (120g) Chopsuey (1/2 cup) Banana/pastries 1 cup Rice AB1 230ml C2 Solo		
30	Pax	7 th Special Meeting ME7 Fried Chicken (120g) Chopsuey (1/2 cup) Banana/pastries 1 cup Rice AB4 300ml Coke mismo		
30	Pax	8 th Special Meeting ME1 Pork Caldereta (90g) (battered vegetables) Mixed Vegetable (1/2 cup) Banana/pastries 1 cup Rice AB4 300ml Coke mismo		
30	Pax	9 th Special Meeting ME5 BBQ Chicken (120g) Chopsuey (1/2 cup) Banana/pastries 1 cup Rice AB2 250ml minute maid		

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 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 to supply the requirements upon issuance of Purchase Order (PO).
 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 on July to December 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 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 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; and
- b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.

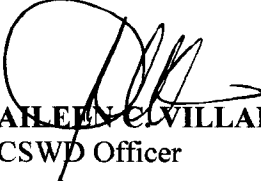
The deliverables of the City Government shall be as follows:

- a. On- time payment of the supplier/ contractor i.e., 20 days after the month.
- 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:


MARICONNE KRIZETTE R. GA
Administrative Officer II

Approved by:


AILEEN C. VILLANUEVA
CSWD Officer 

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.