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 Planting Materials to be used for the From Farm to Table: Nourishing Children through Agriculture (Nutrition Supplementary Garden) for 2025 in the City of San Fernando, Pampanga**

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

_____
Company Name

_____
Address

Date : **Aug 19, 2025**

PR No. : **2025-07-01223**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, August 26, 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
1	10	cu.m(s)	Garden Soil			
2	10	liter(s)	Seedling medium 60 liters/bag			
3	1000	pc(s)	Black Polyethylene Bag (4x4x6)			
4	50	pc(s)	Seedling Tray			
5	100	pc(s)	Sacks (50 kg)			
6	80	bundle(s)	Plastic 2x3x200 250/1000/bundle			
7	80	bundle(s)	Plastic 2x3x2000 200/200/bundle			
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 PLANTING MATERIALS TO BE USED FOR THE FROM FARM TO TABLE: NOURISHING CHILDREN THROUGH AGRICULTURE (NUTRITION SUPPLEMENTARY GARDEN) FOR 2025 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 Planting Materials to be used for the From Farm to Table: Nourishing Children Through Agriculture (Nutrition Supplementary Garden) for 2025 in the City of San Fernando, Pampanga.

II. BUDGETARY REQUIREMENT

The budgetary requirement for the Supply and Delivery of Planting Materials to be used for the From Farm to Table: Nourishing Children Through Agriculture (Nutrition Supplementary Garden) for 2025 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 **SEVENTY ONE THOUSAND PESOS (P 71,000.00).**

III. OBJECTIVES

The objectives of the Supply and Delivery of Planting Materials to be used for From Farm to Table: Nourishing Children through Agriculture (Nutrition Supplementary Garden) for 2025 in the City of San Fernando, Pampanga is to ensure to feed malnourished children with nutritious food and to promote vegetable production through container farming and backyard gardening.

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 Date	Location of Delivery
Garden Soil	Cu.m(s)	10	10 days upon issuance of PO and NTP	CGSO Central Storage, New Public Market, Brgy. Del Pilar, CSFP
Seedling medium 60 liters/bag	liter(s)	10		
Black Polyethylene Bag (4x4x6)	pcs(s)	1000		
Seedling Tray	pc(s)	50		
Sacks	pc(s)	100		
Plastic 2x3x200 250/1000/bundle	bundle(s)	80		
Plastic 2x3x2000 200/200/bundle	bundle(s)	80		

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 Receipt.

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 Receipt.

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 Planting Materials 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.*