



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 Instituted of Education (IE) Community Extension Activities of the City College of San Fernando, Pampanga subject to Ordering Agreement**

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

Company Name \_\_\_\_\_ Date : **Oct 6, 2025**

Address \_\_\_\_\_ PR No. : **2025-09-01596**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, October 13, 2025 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

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

Rachelle M. Pangilinan 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
<b>BEED Literacy Program - Kick-off and Culmination Activities</b>						
1	50	pax	Lunch Set MD2 Pork Kare-Kare Banana / Pastries 1 cup Rice			
<b>BEED Literacy Program - Recital</b>						
2	100	pax	AM Snacks Set MA9 Pancit Guisado with 1 Puto Pao  Set AB1 C2 Solo, 230ml			
<b>Science - Eco Projects</b>						
3	50	pax	Lunch Set MD7 Pork Bistig Banana / Pastries 1 cup Rice			
<b>Science - Barangay and School Hygiene Campaign</b>						
4	30	pax	Lunch Set MD6 Chicken Caldereta Banana / Pastries 1 cup Rice			
<b>Math - Community Projects Problem Solving Application</b>						
5	50	pax	PM Snacks Set MA8 Special Cheese Burger Sandwich with Fries			



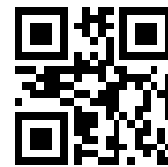
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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			Set AB2 Minute Maid, 250ml			
<b>Math - Numeracy Program</b>						
6	50	pax	Lunch Set MD9 Pork Asado Banana / Pastries 1 cup Rice			
<b>English - Comprehension and Communication Enhancement Activities</b>						
7	30	pax	AM Snacks Set MA14 Sopas with 2pcs. Siomai  Set AB1 C2 Solo, 230ml			
<b>English - Recital</b>						
8	50	pax	Lunch Set MD3 Chicken BBQ Banana / Pastries 1 cup Rice			
<b>Institutional Planning / Consultation with Stakeholders</b>						
9	60	pax	Lunch Set MD6 Chicken Caldereta Banana / Pastries 1 cup Rice			
<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 INSTITUTED OF EDUCATION (IE) COMMUNITY EXTENSION ACTIVITIES OF THE CITY COLLEGE OF SAN FERNANDO PAMPANGA SUBJECT TO ORDERING AGREEMENT

#### I.BACKGROUND

Community engagement programs offer pre-service teachers valuable opportunities to connect academic knowledge with real-world application. For those pursuing degrees in Elementary and Early Childhood Education, Mathematics, Science, and English, these programs provide a platform to develop essential skills, build relationships within the community, and support the holistic development of learners.

These activities align with the recommendations set forth by the Association of Local Colleges and Universities Commission on Accreditation (ALCUCA) and meet the experiential requirements established for future educators. Additionally, they are aligned with the Philippine Professional Standards for Teachers (PPST) domains to ensure that pre-service teachers are well-prepared for their future roles in education. Specifically, these activities support the PPST framework in the following domains:

- Domain 1 (Content Knowledge and Pedagogy) - Pre-service teachers demonstrate their ability to contextualize and apply subject matter knowledge in practical settings.
- Domain 5 (Community Linkages and Professional Engagement) - Engagement with local communities showcases teachers' ability to collaborate with stakeholders and contribute to social transformation.
- Domain 7 (Personal Growth and Professional Development) - Participation in these programs encourages reflective practice and ongoing professional improvement.

#### II.BUDGETARY REQUIREMENT

The budgetary requirement for the Supply and Delivery of Meals to be served for the Instituted of Education (IE) Community Extension Activities of the City College of San Fernando, Pampanga subject to Ordering Agreement is included in the **PPMP with Ref. No. 2025-1848** and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **SIXTY-TWO THOUSAND EIGHT HUNDRED EIGHTY PESOS ONLY (Php 62,880.00)**.

#### III.OBJECTIVES

The objectives of the Supply and Delivery of Meals to be served for the Instituted of Education (IE) Community Extension Activities of the City College of San Fernando, Pampanga subject to Ordering Agreement are as follows:

1. To implement contextualized and community-based learning activities relevant to their specification (Elementary and Early Childhood Education, Mathematics, Science, or English)
2. To collaborate with local stakeholders in co-creating and implementing community 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

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
<b>BEED Literacy Program - Kick-off and Culmination Activities</b>				
50	pax	Lunch Set MD2 Pork Kare-Kare Banana / Pastries 1 cup Rice	October – December 2025	City College of San Fernando Pampanga
<b>BEED Literacy Program - Recital</b>				
100	pax	AM Snacks Set MA9 Pancit Guisado with 1 Puto Pao  Set AB1 C2 Solo, 230ml	October – December 2025	City College of San Fernando Pampanga
<b>Science - Eco Projects</b>				
50	pax	Lunch Set MD7 Pork Bistig Banana / Pastries 1 cup Rice	October – December 2025	City College of San Fernando Pampanga
<b>Science - Barangay and School Hygiene Campaign</b>				
30	pax	Lunch Set MD6 Chicken Caldereta Banana / Pastries 1 cup Rice	October – December 2025	City College of San Fernando Pampanga
<b>Math - Community Projects Problem Solving Application</b>				
50	pax	PM Snacks Set MA8 Special Cheese Burger Sandwich with Fries  Set AB2 Minute Maid, 250ml	October – December 2025	City College of San Fernando Pampanga
<b>Math - Numeracy Program</b>				
50	pax	Lunch Set MD9 Pork Asado Banana / Pastries 1 cup Rice	October – December 2025	City College of San Fernando Pampanga
<b>English - Comprehension and Communication Enhancement Activities</b>				
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<b>English - Recital</b>				
50	pax	Lunch Set MD3 Chicken BBQ Banana / Pastries 1 cup Rice	October – December 2025	City College of San Fernando Pampanga
<b>Institutional Planning / Consultation with Stakeholders</b>				

60	pax	Lunch Set MD6 Chicken Caldereta Banana / Pastries 1 cup Rice	October – December 2025	City College of San Fernando Pampanga
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**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 Delivery Period shall be October – 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.

**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.
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- a. Evaluate the performance of the supplier/ contractor and in case there is a violation to the Contract/ Agreement, prepare a Verified Report.

Prepared by:

  
**MELANIE O. JUNIO, PhD**  
Research Director

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.*