



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 Project I-CAN of the City Schools Division of San Fernando, Pampanga**
Location of the Project : **Department of Education - City of San Fernando, Pampanga**

Company Name _____ Date : **Oct 7, 2025**
PR No. : **2025-09-01666**
Address _____

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, October 14, 2025 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Janelle D.A. Tungcab
Administrative Assistant II (Buyer II)

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	202	pack(s)	AM Snacks MA12 Special Baked Mac with Garlic Bread			
2	202	btl(s)	AM Snacks Drinks AB2 250ml Minute Maid 250ml			
3	202	pack(s)	Lunch ME3 Pork and Chicken Adobo Mixed Vegetable Banana/Pastries			
4	202	btl(s)	Lunch Drinks AB4 300ml Coke Mismo			
5	202	pack(s)	PM Snacks M5 Special Chicken Sandwich with Lettuce			
6	202	btl(s)	PM Snacks Drinks AB3 330ml. Mineral Water			
7	401	pack(s)	AWARDING MA8 Special Burger Sandwich with fries			
8	401	btl(s)	Drinks during awarding AB4 300ml Coke Mismo			
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 4th Quarter Activities of Project I-CAN of the City Schools Division of San Fernando, Pampanga

I. RATIONALE

Competitions provide many opportunities for students, a platform to demonstrate students' talents, and a stepping stone to achieving greater things in life. The Division of City of San Fernando shared in the commitment and continuing effort to hone the skills, talents, and abilities for the holistic development of learners by providing opportunities for students to showcase their talents and develop their values. The conduct of this activity will contribute to the achievement of the strategic direction on the provision of equitable access to inclusive and quality education through strong partnership and support to the city government advocacy which thrusts to develop our Fernandino Youth to excel in their skills and develop their good character.

Thus, there is a need to conduct the Division Festival of Talents (DFOT), Division Press Conference to identify potential contestants to represent the city of San Fernando in Regional and National Contests. Intensive training will also be conducted to prepare students to compete at the Regional and National Levels.

II. OBJECTIVES:

- To provide Fernandino learners with opportunities to showcase their talents and skills in the competitions.
- Demonstrate knowledge and understanding of the concepts and skills learned in different learning areas through healthy and friendly competitions.
- To determine contestants to represent the Division, Regional, National Festival of Talents, and Campus Journalism.

III. METHODOLOGY

- Planning meetings with the members of the technical working committee.
- Preparation of documents relevant to the conduct of the competition (memoranda, letters, registration forms, score sheets etc).
- Conduct preliminary screening and Division Festival of Talents in different learning areas.
- Conduct of Division of Division Contests in preparation for the Regional and National Contests

IV. BUDGETARY REQUIREMENT

The budgetary requirement for the Supply and Delivery of Meals to be served during the 4th Quarter Activities of Project I-CAN of the City Schools Division of San Fernando, Pampanga is ONE HUNDRED EIGHT-ONE THOUSAND, EIGHT HUNDRED SEVENTEEN PESOS and FIFTY CENTAVOS (P181,817.50) Pesos only.

V. 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:

Deliver the following on the specified date, time and venue:

Quantity	Item Description/ Specification	Location
202	AM Snacks MA12 Special Baked Mac with Garlic Bread	3 rd Floor Innate Center DepED Bldg. City Civic Center, San Isidro, CSFP or SFES and PHS
202	AM Snacks Drinks AB2 250ml Minute Maid 250ml	
202	Lunch ME3 Pork and Chicken Adobo Mixed Vegetable Banana/Pastries	
202	Lunch Drinks AB4 300ml Coke Mismo	
202	PM Snacks M5 Special Chicken Sandwich with Lettuce	
202	PM Snacks Drinks AB3 330ml. Mineral Water	
401	AWARDING MA8 Special Burger Sandwich with fries	
401	Drinks during awarding AB4 300ml Coke Mismo	

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 confirmed by the supplier/ contractor.
3. If the procurement process reaches the ensuing year, observe that the allowed

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/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. Coordination with the supplier/ contractor shall be the function of the CGSO- PMD as its mandate.
3. On-Site delivery.

d. Inspection and Acceptance

1. On-Site Delivery.
2. The supplier/contractor shall issue a 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.

e. DELIVERABLES BY THE SUPPLIER/ CONTRACTOR AND THE CITY GOVERNMENT

The deliverables of the supplier/ contractor shall be as follows:

- a. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.

The deliverables of the Schools Division Office 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:


EUFROCINA LELANIE A. FERNANDEZ
Administrative Officer IV – Supply

Noted by:


JEAN ROMAN R. CANLAS
CID Chief

Approved by:


SHIRLEY BALAJADIA ZIPAGAN, PhD, CESO VI
Schools Division Superintendent 

CONFORME:

Signature over Printed Name

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.

Date