



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 Children's Day Fair on November 2025 in the City of San Fernando, Pampanga**
Location of the Project : **City Social Welfare and Development Office**

Company Name
Date : **Oct 20, 2025**
PR No. : **2025-10-01732**

Address

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 27, 2025 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga.**

Canvassed by: **Monalyn M. Aquino**
Administrative Assistant II
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	300	pax	Set BA2 --Steamed Rice Beef Broccoli Chicken Fillet BBQ Ribs Dessert Drinks			
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 CHILDREN'S DAY FAIR ON NOVEMBER 2025 IN THE CITY OF SAN FERNANDO, PAMPANGA

I.BACKGROUND

The Council for the Welfare of Children (CWC) with the Department of Social Welfare and Development (DSWD) and the National Youth Commission (NYC) pursuant to Republic Act No. 10661, the National Children's Month (NCM) or also known as the "Buwan ng mga Bata" in the Philippines is annually celebrated every November to commemorate the adoption of the United Nations Convention on the Rights of the Child (UNCRC) on 20 November 1989. It seeks to instill its significance in the Filipino consciousness and to sustain the promotion and protection of children's right.

On 20 November 1959, the United Nations adopted the Declaration of the Rights of the Child unanimously with all 78 Member States of the United Nations General Assembly in Resolution 1386 (XIV). It marked the first major international consensus on the fundamental principles of children's rights which is why the United Nations has designated every November 20 as Universal Children's Day to promote international togetherness and awareness among children worldwide. The City Council for the Protection of Children (CCPC) in accordance to DILG MC 2012-120 has appropriated in the LGU's Annual Budget one percent (1%) of its internal revenue allotment (IRA) as required by RA 9344 for the strengthening and implementation of programs, projects, and activities.

II. BUDGETARY REQUIREMENT

The budgetary requirement for the Supply and Delivery of Meals to be served for the Children's Day Fair on November 2025 in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2025-2773 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **ONE HUNDRED SIXTY-FIVE THOUSAND PESOS (Php165,000.00)**.

III.OBJECTIVES

The City Government of San Fernando, Pampanga for the Children's Month Celebration aims to educate the community about children's rights, including their right to education, health, and protection, while focusing on promoting their physical, mental, and emotional well-being in safe and supportive environments. It encourages the active participation of children in community development activities, highlighting their potential and fostering a sense of responsibility.

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
- b.

Session No.	Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
1	300	pax	Set BA2 --Steamed Rice Beef Broccoli Chicken Fillet BBQ Ribs	November 2025	Onsite

		Dessert Drinks		
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c. 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/ provider.
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 that there are readily- available supplies upon submission of Request for Quotation (RFQ)/ Bid since delivery is anticipated upon issuance of PO/ Contract.
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.

d. Delivery/ Implementation period

1. Strictly observe the “No Purchase Order (PO)/ Contracts, No Delivery” Policy and comply with the delivery period.
2. The Delivery Period shall be on November 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 of meals and to immediately notify the supplier/ contractor in case of any concerns before the acceptance.

e. 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 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 meals being required by the project/ program; and
- b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.

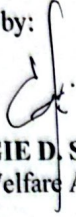
The deliverables of the City Government shall be as follows:

- a. On- time payment of the supplier/ contractor i.e., 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.

Terms of Reference

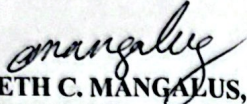
SUPPLY AND DELIVERY OF MEALS TO BE SERVED FOR THE CHILDREN'S DAY FAIR ON NOVEMBER 2025 IN THE CITY OF SAN FERNANDO, PAMPANGA

Prepared by:



GEORGIE D. SALVADOR JR.
Social Welfare Assistant

Approved by:



CANNETH C. MANGALUS, RSW
Acting CSWD Officer, End-user

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.