



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 Coordination Meeting for the Assessment of the 2025 Building Construction Regulation Programs of the Office of the City Building Official at the City of San Fernando, Pampanga**

Location of the Project : **Office of the City Building Official**

Company Name
Date : **Oct 20, 2025**

Address
PR No. : **2025-10-01763**

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:

Approved by:

Lorraine Kate M. Escoto
Administrative Assistant 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	40	pax	AM Snacks SET MC 9 Lasagna with 4pcs garlic bread			
2	40	btl(s)	AM Snacks SET AB2 250ml Minute Maid			
3	40	pax	Lunch Set BC 3 Special Beef Caldereta Lechon Kawali with Liver Sauce Special Atchara Special Relyenong Bangus Zippo Egg Pandan Rice Buko Pandan Salad Drinks in Can			
4	40	pax	PM Snacks Set MC 5			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			Carbonara with clubhouse sandwich			
5	40	pax	Dinner Set BD1 Roast Beef with Mashed Potato in Mushroom Sauce Chicken Galantine with Cocktail Dressing Grilled Baby Backribs in Pineapple Barbeque Sauce Fish Fillet in Thai Sauce Buttered Vegetables Steamed Pandan Rice Buko Fruit Salad / Fresh Fruits Lemon Iced Tea			
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 WITH VENUE TO BE SERVED FOR THE COORDINATION MEETING FOR THE ASSESSMENT OF THE 2025 BUILDING CONSTRUCTION REGULATION PROGRAMS OF THE OFFICE OF THE CITY BUILDING OFFICIAL AT THE CITY OF SAN FERNANDO, PAMPANGA

I. BACKGROUND

Presidential Decree 1096, popularly known as the National Building Code of the Philippines, issued on February 19, 1977, has fulfilled its purpose of enforcing uniform standards and requirements for building design, construction, use, occupancy, and maintenance. This is in line with the state's policy to safeguard life, health, property, and public welfare.

The original rules and regulations of the Code were issued on various dates from 1977 to 1979 through Memorandum Orders by the defunct Ministry of Public Works, Transportation, and Communications. These rules and regulations were later compiled by the Ministry of Public Works, now the Department of Public Works and Highways (DPWH). This compilation was subsequently approved as the "Implementing Rules and Regulations" (IRR) of the Code.

The need to update and enhance various provisions of the existing IRR has become imperative to keep it realistic and relevant to current times, considering the technological advancements in building design and construction, rapid urbanization, the development of mega-cities with high-rise buildings/structures, and the requirements of related laws and other government agencies.

The revised IRR includes additional provisions, ensuring that each chapter of PD 1096 now has corresponding rules and regulations. This publication also includes Permit Forms relevant to the implementation and enforcement of PD 1096.

The realization of this revised IRR was made possible through the efforts of the National Building Code Review Committee, its Board of Consultants, and the National Building Code Development Office of the DPWH.

The OCBO's vision for 2025 is to be the premier implementer of the National Building Code, improving the lives of Fernandinos by developing a smart and sustainable city. Our mission is to ensure safer, adaptive, and disaster-resilient structures that are responsive to the needs of Fernandinos as part of the city's development. To achieve this vision and mission, it is essential for every OCBO personnel to stay updated on all legal, statutory, and regulatory requirements related to National Building Code issuances and references. It is crucial for the department to have a uniform and clear understanding of the National Building Code for its effective enforcement.

In line with this, the OCBO has proposed a Coordination Meeting to assess the 2025 Building Construction Regulation Programs.

II. BUDGETARY REQUIREMENT

The approved budget for the supply and delivery of meals for the Coordination Meeting on the Assessment of the 2025 Building Construction Regulation Programs of the Office of the City Building Official is included in the PPMP with Ref. 2025-104, amounting to P99,800.00.

III. OBJECTIVES

The objectives are as follows:

- a. To determine the relevance and level of achievement of office objectives, including development, effectiveness, efficiency, impact and sustainability.
- b. To analyze the beneficial impact changes that have occurred for stakeholders.
- c. To identify risks related to budget allocation, prioritization, corrective actions, scope, and quality.
- d. To make recommendations for continuous improvement.

IV. TERMS AND CONDITION

During the procurement process and the 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
See attached documents	See attached documents	See attached documents	10 days after the issuance of Purchase Order	TBA

B. Procurement Process

1. For the end-user, ensure that all documents are completed in order to proceed with the procurement process.
2. For the supplier/provider, ensure that required documents, as specified by the Bids and Awards Committee (BAC), are completed on time according to the procurement schedule. This includes this TOR, which must be duly signed by the end-user and acknowledged by the supplier/provider.
3. If the procurement process extends into the following year, ensure that delivery adheres to the terms stipulated in the contract.
4. The end-user must clearly present this TOR during the Pre-Bid Conference for the information of prospective bidders (for Competitive/Public Bidding). For Alternative Methods of Procurement, the buyer, with the assistance of the end-user, must present it.

5. Ensure that supplies are readily available upon submission of the Request for Quotation (RFQ) or bid, as delivery is expected upon the issuance of the Purchase Order (PO) or contract.
6. Comply with the provisions of the Procurement Law, regardless of the mode of procurement, whether through Competitive/Public Bidding or Alternative Methods of Procurement.

a. Delivery/ Implementation period

1. Strictly observe the "No Purchase Order (PO)/Contracts, No Delivery" policy and comply with the delivery period.
2. During delivery, strictly follow the provisions enumerated in the Terms and Conditions of the PO/Contract, including the delivery schedule, penalties, and other relevant clauses.
3. In case of any changes to the delivery schedule or specifications, the end user, through the Procurement Officer, shall coordinate with the CGSO-Procurement Management Division (PMD) for them to advise the supplier/contractor regarding the concern.
4. Coordination with the supplier/contractor shall be the responsibility of the CGSO-PMD, as per its mandate.
5. For onsite delivery, ensure coordination with the inspector from the CGSO-Property and Supply Management Division (PSMD) for inspection of the delivery's quantity and quality. Immediately notify the supplier/contractor of any concerns prior to acceptance.

b. Inspection and Acceptance

1. The end user shall accept the delivery with (1) the delivery receipts and immediately submit them to the Inspector or CGSO-PSMD, along with (2) the attendance sheet(s) as part of the documentation, where the quantity of the delivery corresponds to the number of attendees, and photo documentation of the delivery.

These documents will be used to notify the relevant offices, such as the City Accountant's Office (CAccO) and the Commission on Audit (COA), for inclusion in the payables.

V. DELIVERABLES BY THE SERVICE PROVIDER AND THE CITY GOVERNMENT

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

- Provide the quantity of meals being required by the project/ program; and

- Strictly follow the specifications and timely provision of requirements based on the delivery schedule.
- Good quality, safe, wholesome and nutritious meals, snacks and beverages in compliance with requirements of all food safety standards

The deliverables of the City Government shall be as follows:

- On- time payment of the supplier/ contractor i.e., 15 days after delivery regardless if the delivery is per month or Ordering Agreement.
- End- user shall monitor the delivery of requirements.
- The Procurement Officer shall assist in the monitoring, delivery and on- time payment of the supplier.
- Provide necessary and readily- available documents such as during the conduct of post- audit.
- Evaluate the performance of the supplier/ contractor and in case there is a violation to the Contract/ Agreement, prepare a Verified Report.

Prepared by:


LIONEL ANGELO M. POLINTAN

Procurement Officer

Noted by:


ENGR. ANELE C. DAVID
 Acting City Building Official

<p>CONFORME:</p> <hr style="width: 80%; margin: 0 auto;"/> <p style="text-align: center;">Signature over Printed Name</p> <hr style="width: 80%; margin: 0 auto;"/> <p style="text-align: center;">Date</p>

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.