



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 during the IEC for YEs-O Students and Advisers in preparation for the Search for Sustainable and Eco-Friendly Schools for 2025 in the City of San Fernando, Pampanga**

Location of the Project : **City Environment and Natural Resources Office**

Company Name

Address

Date : **Oct 23, 2025**

PR No. : **2025-10-01791**

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 28, 2025 10:00 AM** at **CGSO Bldg., City Civic Center, Alasas, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Camille C. Mendiola
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
am snacks						
1	350	pax	MA9-Pansit Guisado with 1 puto pao			
Lunch						
2	350	pax	MB9-Pork Asado Banana/Pastries 1 cup rice			
3	350	pax	MA12-Special Baked Mac with garlic bread			
4	1050	can(s)	Coke in can			
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 IEC for YES-O Students and Advisers in preparation for the Search for Sustainable and Eco-Friendly Schools for 2025 in the City of San Fernando, Pampanga.

I. RATIONALE

In the face of global climate challenges and environmental degradation, schools play a critical role in shaping future generations' attitudes and behaviors toward sustainability. Implementing eco-friendly practices within schools not only reduces their ecological footprint but also instills environmental consciousness among students.

To promote and recognize sustainable practices, we propose the "Green Schools, Bright Futures" initiative — an awards program aimed at acknowledging schools that demonstrate exemplary efforts in environmental stewardship, resource efficiency, and sustainability education.

II. BUDGETARY REQUIREMENT

The Approved Budget for **Supply and Delivery of Meals to be served during the IEC for YES-O Students and Advisers in preparation for the Search for Sustainable and Eco-Friendly Schools for 2025 in the City of San Fernando, Pampanga** is included in the PPMP with Ref. No. 2025-2806 in the amount of **TWO HUNDRED TWO THOUSAND ONE HUNDRED TWENTY FIVE PESOS ONLY (P 202,125.00)**.

III. OBJECTIVES

The objective of the **Supply and Delivery of Meals to be served during the IEC for YES-O Students and Advisers in preparation for the Search for Sustainable and Eco-Friendly Schools for 2025 in the City of San Fernando, Pampanga** as part of the Environmental Program Celebration of the City Environment and Natural Resources Office in the City of San Fernando, Pampanga is as follows:

1. Recognize and reward schools that implement outstanding sustainable and eco-friendly practices.
2. Encourage a culture of environmental responsibility within school communities.
3. Promote innovation and knowledge-sharing of best practices among educational institutions.
4. Create awareness on the importance of sustainability and climate action among students, teachers, and staff.

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
350	pax	MA9-Pansit Guisado with 1 puto pao	November 2025	Heroes Hall
350	pax	MB9-Pork Asado Banana/Pastries 1 cup rice		
350	pax	MA12-Special Baked Mac with garlic bread		
1050	cans	Drinks in can		

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 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.

c. 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 CENRO, Heroes Hall, CSFP
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.
7. Ensure that the food is packed in reusable containers or other environment-friendly packaging. Eliminate the use of single-use plastics.

d. Inspection and Acceptance

- a. The CGSO-PMSD shall inspect and accept delivery.
- b. The supplier/contractor shall present the PO and Issue Charge Invoice/ Sales Invoice
- c. The CGSO-PMSD shall prepare the corresponding Inspection and Acceptance Reports. 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; 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.

Prepared and submitted by:


MARIA REGINA N. RODRIGUEZ
Acting CENRO-
Head/ 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.