



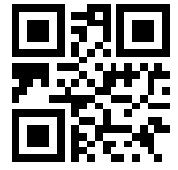
Republic of the Philippines  
Province of Pampanga

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 Adventure Camp for Youth and Child at Risk for the year 2025 in the City of San Fernando, Pampanga**  
Location of the Project : **City Social Welfare and Development Office**

\_\_\_\_\_  
Company Name  
Date : **Nov 5, 2025**  
PR No. : **2025-11-01849**  
\_\_\_\_\_  
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, November 10, 2025 10:00 AM** at **CGSO Building, 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
1	200	pax	MF5 & AB2 --Pork Caldereta, 1 stick Pork Bbq, Banana/pastries, with 1 cup Rice and 250ml minute maid			
<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 DURING THE ADVENTURE CAMP FOR YOUTH AND CHILD AT RISK FOR THE YEAR 2025 IN THE CITY OF SAN FERNANDO, PAMPANGA

#### I.BACKGROUND

The Local Government of the City of San Fernando, Pampanga became one of the active members of the Regional Task Force for Anti-Mendicancy in Region 3. Its continuous effort to organize programs and social services enables the program to be the lead city to enact the campaign on eradicating the proliferation of mendicants. Thus, consistency in the implementation of the program is highly anticipated.

This year, the Anti-Mendicancy program of the city aims to strengthen its campaign so that no more mendicants can be found begging in the streets. The activation of a Barangay Anti-Mendicancy Task Force is also one of the key priorities for the year and social marketing campaign strategies be conducted in schools and business establishment.

#### II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and delivery of meals to be served for the **Supply and Delivery of Meals to be served during the Adventure Camp for Youth and Child at Risk for the year 2025 in the City of San Fernando, Pampanga** is included in the PPMP with Ref. No. 2025 - 2534 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **SIXTY THOUSAND PESOS (P 60,000.00)**.

#### III.OBJECTIVES

- To enforce the implementation of Anti-Mendicancy Ordinance 2016-024 in accordance with the Presidential Decree 1563 or otherwise known as the Mendicancy Law of 1978
- To strengthen the campaign on the advocacy of the program covering the schools, grass-root level and business establishments
- To minimize and eventually eradicate mendicancy in the city especially in high dense areas

#### 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
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200	Pax	<b>MF5 &amp; AB2</b> --Pork Caldereta, 1 stick Pork Bbq, Banana/pastries, with 1 cup Rice and 250ml minute maid	November 13, 2025	Youth Development Center Building, City Civic Center, Barangay San Isidro, CSFP
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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/ 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.

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 13, 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.

d. 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 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 by:



**JOHN PAUL E. CORREA**  
Social Welfare Officer I

Approved by:



**CANNETH C. MANGALUS**  
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.*