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 Cascading of LGU Programs to Media Partners via General Assembly in the City of San Fernando, Pampanga for the year 2025**

Location of the Project : **City Information Office**

Company Name

Address

Date : **Nov 18, 2025**

PR No. : **2025-11-01929**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, November 25, 2025 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Jannelle D.A. Tungcab
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	120	pax	Special Beef Kaldereta Lechon Kawali w/ Liver Sauce Special Atchara Special Relyenong Bangus Zippo Egg Pandan Rice Buko Pandan Salad Drinks 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 for the Cascading of LGU Programs to Media Partners via General Assembly in the City of San Fernando, Pampanga Year 2025

RATIONALE

The City Information Office's mandate is to provide relevant, adequate, and timely information among constituents regarding plans, programs, and activities of the City Government, through the creation of several materials such as press and photo releases, infomercials, posters and tarpaulins, streamers, infographics, newsletters, and media conferences, among others.

This is being achieved through the utilization of several channels such as social media, television, radio, print, and events, in partnership with different institutions in the local and national setting.

As the lead agency in the City Government for the realization of the said matter, the CIO also aims to further equip the Fernandinos with necessary tools so that they will be able to engage with the office when it comes to exchanging ideas and conveying recommendations for the betterment of the CIO duties and functions.

OBJECTIVES

- To continuously perform the mandates of the office of facilitating the production and publication of information, education, and communication (IEC) materials of the city.
- To promote uniformity and consistency on all the IEC materials of the city.
- To familiarize all Fernandinos with all the programs, projects, and activities of the City
- To adapt to the ethics and current trends of multi-media production.

Budgetary Requirements:

The Approved Budget for the **Supply and Delivery of Meals for the Cascading of LGU Programs to Media Partners via General Assembly in the City of San Fernando, Pampanga Year 2025** is included in the PPMP with Reference Number **2026-2950** and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **P71,760.00** amount in figure or **seventy one thousand seven hundred sixty pesos amount in words.**

Minimum Requirement for the Supplier

1. The Supplier must ensure the specifications and schedule of requirements indicated in the Purchase Order.

    A. The Supplier must ensure the following details:

PARTICULARS	UOM	QUANTITY	UNIT COST	TOTAL
Special Beef Kaldereta Lechon Kawali w/ Liver Sauce Special Atchara Special	pax	120	598	P71,760.00

Relyenong Bangus Zippo Egg Pandan Rice Buko Pandan Salad Drinks in Can				
		TOTAL AMOUNT		**P71,760.00**

2. The concerned office thru the Designated Procurement Officer will inform the supplier for the whole details of the delivery at least 1 – 2 days before the event to provide the order as per approved Delivery Order Contract and Order List.

3. The supplier must be open for any changes and cancellation of orders for the unforeseen circumstances.

4. The supplier must be compliant with the IATF Health and Safety Protocols.

5. The Supplier must follow the procurement, delivery and inspection procedure set by the City Government of San Fernando, Pampanga for procured good and services.

Deliverables by the Supplier and City Government

The deliverables of the supplier shall be as follows:

a. Provide the quantity of the **meals** for the setup 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 i.e., 15 days after delivery regardless if the delivery is per month or Ordering Agreement.

b. End- user shall monitor the delivery and completeness of requirements and documents to avoid delays.

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.

Submitted by:

Reymundo M. Hipolito, Jr.
Executive Assistant IV

Conforme:

_____
Signature Above Printed Name/ Date

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.