



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 Pre-Reception for the GLF 2025 in the City of San Fernando, Pampanga**  
Location of the Project : **City Tourism and Investment Promotions Office - Tourism And Heritage Division**

\_\_\_\_\_  
Company Name  
Date : **Nov 18, 2025**  
PR No. : **2025-11-01933**  
\_\_\_\_\_  
Address

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: \_\_\_\_\_ Approved by: \_\_\_\_\_  
  
Rachelle M. Pangilinan 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	<p>BUFFET FOR GUESTS (Reception)</p> <p>APPETIZER - Kapampangan grazing table consisting of:</p> <ul style="list-style-type: none"> <li>- Kapampangan delicacies</li> <li>- Ginataan</li> <li>- Kutsinta</li> <li>- Palitaw</li> <li>- Small Okoy</li> <li>- Mini Lumpiang Togue</li> <li>- Sampelot</li> <li>- Paco Salad</li> </ul> <p>MAIN COURSE:</p> <ul style="list-style-type: none"> <li>- Adobong Balut</li> <li>- Asadong Matua (Manuk)</li> <li>- Sisig</li> <li>- Beef Kare-Kare</li> <li>- Lumpiang Ubud Sariwa</li> </ul>			



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 Pre-Reception for the GLF 2025 in the City of San Fernando, Pampanga**

Location of the Project : **City Tourism and Investment Promotions Office - Tourism And Heritage Division**

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			- Sale Manuk - Rice  DESSERT: - Ube Halaya - Kalame - Sapin-Sapin  REFRESHMENTS: - Sagu't Gulaman - Buko Juice - Coffee - Tsokolate de Batirol - Bottled Water			
2	200	pax	PACKED SNACKS FOR THE GUESTS AT THE FESTIVAL AREA  Bento Box consisting of: - Fruits - Chips and Cookies - Finger Foods			
<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 PRE-RECEPTION FOR THE GLF 2025 IN THE CITY OF SAN FERNANDO, PAMPANGA

#### I. BACKGROUND

The City of San Fernando, Pampanga will be celebrating the 117th year of giant lantern making. Through the years, the City has built a solid reputation as home of the best craftsmen, the finest lanterns and the biggest Christmas event in the country, the **Giant Lantern Festival**. The Festival, which runs for an average of 10 to 15 days, attracts thousands of local and international visitors across the globe with the lanterns being exhibited in different public spaces in the City, and nearby municipalities and cities.

Furthermore, lantern making is deeply-rooted and embedded in Fernandino culture. It is a part of life in the City, uniting the community and inspiring creativity. The tradition also reflects important Fernandino values in its execution—perseverance in pursuing excellence, innovativeness and artistic imagination, bold ambition, and solidarity. It captures and translates the essence of Fernandino identity and positions the San Fernando in the global stage as a world-class City. This year, the celebration will start on December 13, 2025 with the Pre-event Reception, to be followed by the competition proper at Robinsons Starmills Pampanga.

#### 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 Pre-Reception for the GLF 2025 in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2025-2719 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **ONE HUNDRED SIXTY TWO THOUSAND FIVE HUNDRED PESOS (P162,500.00)**.

#### III. OBJECTIVE

The following are the objectives of the Supply and Delivery of Meals to be served during the Pre-Reception for the GLF 2025 in the City of San Fernando, Pampanga:

- To give the guests a proper welcome, setting a festive mood ultimately leading to the Giant Lantern Festival celebration.
- To highlight the local Kapampangan food, artisans, performers, and the traditions that are integral to the festival's success.
- To create an opportunity for the guests to network before the festival, fostering partnerships and collaborations.

#### 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

GIANT LANTERN FESTIVAL 2025 – PRE EVENT RECEPTION			
Qty.	Item Description/ Specifications	Delivery Date	Location
200 pax	<b>BUFFET FOR THE GUESTS</b> (Reception) <ul style="list-style-type: none"> <li>- <b>Appetizer:</b> Kapampangan grazing table consisting of: Kapampangan delicacies, Ginataan, Kutsinta, Palitaw, Small Okoy, Mini Lumpiang Togue, Sampelot, Paco Salad</li> <li>- <b>Main course:</b> Adobong Balut, Asadong Matua (Manuk), Sisig, Beef Kare-kare, Lumpiang Ubud Sariwa, Sale Manuk, Rice</li> <li>- <b>Dessert:</b> Ube Halaya, Kalame, Sapi-sapin</li> <li>- <b>Refreshments:</b> Sagu't Gulaman, Buko Juice, Coffee, Tsokolate de Batirol, Bottled Water</li> </ul>	December 13, 2025	Robinsons Starmills Pampanga
200 pax	<b>PACKED SNACKS FOR THE GUESTS AT THE (Festival Area)</b> <ul style="list-style-type: none"> <li>- Bento box consisting of: fruits, chips and cookies, and finger food</li> </ul>		

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 December 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 and submitted by:

  
**Dianne Maryrose De Leon**  
Tourism Operations Officer I

Noted by:

  
**Ma. Lourdes Carmella Jade D. Pangilinan**  
City Tourism and Investment Promotions Officer

CONFORME:
_____
Signature over 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.*