



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)

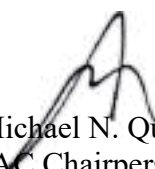
Project Title : **Supply and Delivery of Meals to be served for the Evaluation and Assessment Meetings of the City Assessor's Office personnel for 2nd Semester of 2025 in the City of San Fernando, Pampanga**

Location of the Project : **City Assessor's Office**

Company Name	Date : Nov 20, 2025
Address	PR No. : 2025-11-02008

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 24, 2025 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by: **Monalyn M. Aquino**
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

Lot 1 - Year end Evaluation of CAssO for the year of 2025 on November 28

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
1	30	pack(s)	MF3 Snacks Meal set -Chicken BBQ -1/2 cup Seafood Chopsuey -Banana/Pastries -1 cup Rice			
2	60	btl(s)	AB3 330ml mineral water			
3	30	pack(s)	BC2 Meal Set -Lengua Alexandria -Chicken Relyeno -Fish Finger in Capsicum Sauce -Pork Strips w/ Gravy -Buttered Vegetables -Pandan Rice -Buko Pandan Salad -Lemon Iced Tea			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
4	30	pack(s)	MC7 Snacks Meal set -Backed Mac with Chicken sandwich			
5	60	btl(s)	AB4 drink set 300ml Coke mismo			
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



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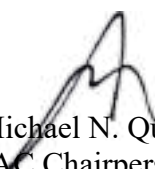
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 4. PRICE VALIDITY SHALL BE FOR A PERIOD OF _____ CALENDAR DAYS

Lot 2 - Succession and Planning of the CAssO for the upcoming year of 2026 on December 11, 2025

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
1	60	btl(s)	AB4 drink set 300ml Coke mismo			
2	30	pack(s)	MC7 Snacks Meal set -Backed Mac with Chicken sandwich			
3	60	btl(s)	AB3 330ml mineral water			
4	30	pack(s)	MF4 Snacks Meal set -Chicken Teriyaki -3 pcs Spring rolls/Lumpang Shanghai -Banana/Pastries -1 cup Rice			
5	30	pack(s)	BD1 Meal Set -Roast Beef w/ Mashed Potato in Mushroom Sauce -Grilled Baby Backribs in Pineapple BBQ Sauce -Fish Fillet in Thai Sauce			



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Location of the Project : **City Assessor's Office**

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			-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 TO BE SERVED FOR THE EVALUATION AND ASSESSMENT MEETING OF THE CITY ASSESSOR'S OFFICE PERSONNEL FOR 2ND SEMESTER OF 2025 IN THE CITY OF SAN FERNANDO, PAMPANGA

I.BACKGROUND

Pursuant to R.A. No. 7160 otherwise known as the Local Government Code of 1991 particularly Section 444(b)(1) provides that the Chief Executive shall exercise general supervision and control over all programs, projects, services, and activities of the local government.

In the City Government of San Fernando, Pampanga, the City Assessor's Office (CAssO) through its four (4) divisions namely Appraisal and Assessment Division, Assessment and Evaluation Division, Records and Administrative Division, Tax Mapping Division, is mandated by law to assess all real property whether taxable or exempt shall be appraised at the current and fair market value prevailing in the locality where the property is situated.

The City Assessor's Office is conducting semestral meeting for assessment and evaluation of four (4) divisions (Appraisal and Assessment Division, Assessment and Evaluation Division, Records and Administrative Division, Tax Mapping Division), for the evaluation and assessment of the 2nd semester of 2025 and succession and planning for the upcoming year of 2026 and specially the reporting of status update of workflow, accomplishments and among others.

Accordingly, included in the functions as officer of the organization is the preparation of meals to be used during the Assessment and Evaluation meeting of City Assessor's Office Personnel for 2nd Semester of 2025.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Meals to be Served for the Evaluation and Assessment Meeting of the City Assessor's Office Personnel for 2nd Semester of 2025 in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2025-382 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of SEVENTY-EIGHT THOUSAND PESOS (P 78,000.00).

III.OBJECTIVES

The objectives of the Supply and Delivery of Meals to be Served for the Evaluation and Assessment Meeting of the City Assessor's Office Personnel for 2nd Semester of 2025 in the City of San Fernando, Pampanga are as follows:

1. To ensure that meals are served during the meeting considering that it is a policy of the City Government that provision of meals is allowed if the duration of the meeting is more than four (4) hours; and
2. To ensure the continuous efficiency and active participation of the Committee.

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
60	Btl(s)	AB4 drink set 300ml Coke mismo	November 28, 2025	Zircon St., Ramar Village, San Agustin, CSFP (Luz T. Bautista's Residence)
30	Pack(s)	MC7 Snacks Meal set - Baked Mac with Chicken sandwich	November 28, 2025	Zircon St., Ramar Village, San Agustin, CSFP (Luz T. Bautista's Residence)
30	Pack(s)	BC2 Meal Set -Lengua Alexandria -Chicken Relyeno -Fish Finger in Capsicum Sauce -Pork Strips w/ Gravy - Buttered Vegetables - Pandan Rice -Buko Pandan Salad -Lemon Iced Tea	November 28, 2025	Zircon St., Ramar Village, San Agustin, CSFP (Luz T. Bautista's Residence)
60	Btl(s)	AB3 330ml mineral water	November 28, 2025	Zircon St., Ramar Village, San Agustin, CSFP (Luz T. Bautista's Residence)
30	Pack(s)	MF3 Snacks Meal set - Chicken BBQ -1/2 cup Seafood Chopsuey - Banana/Pastries -1 cup Rice	November 28, 2025	Zircon St., Ramar Village, San Agustin, CSFP (Luz T. Bautista's Residence)
30	Pack(s)	BD1 Meal Set -Roast Beef w/ Mashed Potato in Mushroom Sauce - Grilled Baby Backribs in Pineapple BBQ Sauce - Fish Fillet in Thai Sauce -Buttered Vegetables - Steamed Pandan Rice - Buko Fruit Salad / Fresh Fruits -Lemon Iced Tea	December 11, 2025	Zircon St., Ramar Village, San Agustin, CSFP (Luz T. Bautista's Residence)
30	Pack(s)	MF4 Snacks Meal set - Chicken Teriyaki -3 pcs Spring rolls/Lumpang Shanghai - Banana/Pastries -1 cup Rice	December 11, 2025	Zircon St., Ramar Village, San Agustin, CSFP (Luz T. Bautista's Residence)
60	Btl(s)	AB3 330ml mineral water	December 11, 2025	Zircon St., Ramar Village, San Agustin, CSFP (Luz T. Bautista's Residence)
30	Pack(s)	MC7 Snacks Meal set - Baked Mac with Chicken sandwich	December 11, 2025	Zircon St., Ramar Village, San Agustin, CSFP (Luz T. Bautista's Residence)
60	Btl(s)	AB4 drink set 300ml Coke mismo	December 11, 2025	Zircon St., Ramar Village, San Agustin, CSFP (Luz T.

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 to supply the requirements upon issuance of DOC.
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 28 & December 11, 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:



LUZ T. BAUTISTA, REA, Ph.D.
City Assessor, City Assessor's Office

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.