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 Food Packs to be used for the clients of the Comprehensive Local Juvenile Intervention Program (CLJIP) Center 2025 in the City of San Fernando, Pampanga**

Location of the Project : **City Social Welfare and Development Office**

_____
Company Name

_____
Address

Date : **Dec 15, 2025**

PR No. : **2025-12-02155**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, December 22, 2025 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Jannelle T. Vicencio
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	400	can(s)	Corned Beef 175g			
2	300	can(s)	Chicken Afritada/Caldereta 155g			
3	400	can(s)	Tuna Flakes 180g			
4	200	can(s)	Sardines (Premium)			
5	600	cup(s)	Cup Noodles			
6	400	sachet(s)	3-in-1 Coffee Sachets			
7	600	sachet(s)	Chocolate Powder Drink Sachets			
8	600	sachet(s)	Cereal Drinks			
9	400	pc(s)	Mini Brownies			
10	600	pack(s)	Sweet Biscuits (Small Pack)			
11	400	sachet(s)	Orange Juice (Small)			
				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 READY TO EAT FOOD PACK TO BE USED FOR CLIENTS AT THE COMPREHENSIVE LOCAL JUVENILE INTERVENTION PROGRAM (CLJIP) CENTER 2025 IN THE CITY OF SAN FERNANDO, PAMPANGA

I.BACKGROUND

Republic Act No. 9344, as amended by Republic Act No. 10630, otherwise known as the Juvenile Justice and Welfare Act of 2006, represents a major advancement toward a more restorative and child-centered juvenile justice system. It upholds the rights of Children at Risk (CAR) and Children in Conflict with the Law (CICL) and serves as the legal foundation for the creation of the Juvenile Justice and Welfare Council (JJWC) and the Regional Juvenile Justice and Welfare Committees (RJJWC). These bodies are mandated to oversee and ensure the effective implementation of the law at both regional and local levels, as well as to gather data, conduct studies, and support the development of juvenile intervention programs and policies.

Under the amended law, a six-year Comprehensive National Juvenile Intervention Program (CNJIP) was required to be formulated and cascaded to the regional level, resulting in the Comprehensive Regional Juvenile Intervention Program (CRJIP) framework. Consequently, RJJWC Region III encourages all Local Government Units (LGUs) to develop their respective Comprehensive Local Juvenile Intervention Programs (CLJIP) based on the analysis of their local context to effectively address issues related to juvenile justice.

The CLJIP serves as a strategic guide for government agencies, LGUs, and partner organizations in designing and implementing intervention programs and policies for children in conflict with the law and those at risk. In adherence to this mandate, the City Government of San Fernando, Pampanga takes the lead in formulating its CLJIP to strengthen the development of responsive and sustainable intervention and rehabilitation programs for CICL and CAR.

This three-year comprehensive plan concretely reflects the mandate of the RJJWC to coordinate, monitor, and ensure the implementation of the Juvenile Justice and Welfare Act (JJWA). It builds upon the findings of the 2017 Situational Analysis on CICL and CAR in the city, translating recommendations into actionable programs with specific objectives, implementing agencies, budget allocations, and monitoring indicators.
The establishment of a Local Situational Analysis (SitAn) and the CLJIP aims to prevent CAR from engaging in unlawful activities and to ensure that CICL are provided with opportunities for rehabilitation and reintegration into their families and communities. Moreover, it institutionalizes a restorative justice system through strengthened coordination and partnerships among institutions. The overarching goal of the CLJIP is to reduce the incidence of CAR cases while ensuring the full rehabilitation and reintegration of CICL, consistent with the government's commitment to uphold every child's right to survival, development, protection, and participation.

At the city level, the CLJIP aligns with the Local Plan of Action for Children (LPAC) 2020–2022, particularly contributing to Goal No. 3.5, which focuses on the reduction of CICL cases and the rehabilitation and reintegration of affected children into their families and communities. Specifically, it supports Outcome 3.5.1, which seeks to institutionalize a restorative justice and welfare system for CAR and CICL through effective law implementation and strengthened coordination among stakeholders within a protective and enabling environment.

II. BUDGETARY REQUIREMENT

Supply and Delivery of Ready to Eat Food Pack to be used at the Comprehensive Local Juvenile Intervention Program (CLJIP) Center 2025 in the City of San Fernando, Pampanga, subject to Ordering Agreement is included in the PPMP with Ref. No. 2025 – and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **ONE HUNDRED FIFTY THOUSAND PESOS (PHP 150,000.00).**

III.OBJECTIVES

The Comprehensive Local Juvenile Intervention Program (CLJIP) for Children at Risk (CAR) and Children in Conflict with the Law (CICL) serves as a key framework for delivering responsive and appropriate interventions that address the underlying causes of their circumstances. It aims to guide stakeholders in implementing effective measures to reduce and prevent juvenile-related concerns within the community.
The program seeks to develop and provide sustainable, evidence-based interventions that not only resolve existing issues but also prevent their recurrence by promoting positive behavior, strengthening family relationships, and fostering community support systems.

Moreover, the initiative envisions creating an environment of hope and healing within a physically and psychologically safe space, where children and youth are encouraged to rebuild their self-worth, develop life skills, and actively participate in their personal growth and reintegration into society.

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
b.

Item Description	Unit	Qty.	Delivery Date	Location
Corned Beef 175g	can(s)	400	November-December 2025	Bale Lingap Kayanakan (BLK) Office, CSFP
Chicken Afritada/Caldereta 155g	can(s)	300		
Tuna Flakes 180g	can(s)	400		
Sardines (Premium)	can(s)	200		
Cup Noodles	can(s)	600		
3-in-1 Coffee Sachets	sachet (s)	400		
Chocolate Powder Drink Sachets	sachet (s)	600		
Cereal Drinks	sachet(s)	600		
Mini Brownies	pc(s)	400		
Sweet Biscuits (Small Pack)	pack(s)	600		
Orange Juice (Small)	sachet(s)	400		

c. 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 confirmed 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.

d. 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 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.

e. 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 the ready to eat food pack 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 de2livery 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.

Terms of Reference

Prepared by:

GEORGIE D. SALVADOR JR.
Social Welfare Assistant

Approved by:

CANNETH C. MANGALUS, RSW
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.*