



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 Planning Activities of the City Planning and Development Coordinator's Office for 2026 in the City of San Fernando, Pampanga subject to Ordering Agreement**

Location of the Project : **City Planning & Development Coordinator's Office**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

Date : **Dec 23, 2025**

PR No. : **2025-12-02178**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, January 5, 2026 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                    | 160 | pax  | MB10-AB3<br>1 cup Chicken Egg Arroz Caldo with 2 pcs puto<br>330 ML Mineral Water                             |         |            |       |
| 2                    | 160 | pax  | BA1<br>Steamed Rice<br>Roast Beef<br>Chicken Teriyaki<br>Fish Fillet with Creamy White Sauce Fruits<br>Drinks |         |            |       |
| 3                    | 160 | pax  | MC5-AB3<br>1 cup Carbonara with clubhouse sandwich 350 ml<br>mineral water                                    |         |            |       |
| <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 FOR THE PLANNING ACTIVITIES OF THE CITY PLANNING AND DEVELOPMENT COORDINATOR'S OFFICE FOR 2026 IN THE CITY OF SAN FERNANDO, PAMPANGA SUBJECT TO ORDERING AGREEMENT

### **I.BACKGROUND**

The City Planning & Development Coordinator's Office as stipulated under Article VI, Section 476 of the Local Government Code of 1991 shall formulate integrated economic, social, physical and all other development plans & policies .

The office conducts meetings, consultations and deliberations to integrate and coordinate all sectoral plans and studies undertaken by the different functional groups or agencies.

The office also monitors and evaluates the implementation of the different development programs, projects, and activities in the local government unit concerned in accordance with the approved development plan on a quarterly basis or as deemed necessary.

### **II.BUDGETARY REQUIREMENT**

The Budgetary Requirement for Supply and Delivery of Meals to be served for the Planning Activities of the City Planning and Development Coordinator's Office for 2026 in the City of San Fernando, Pampanga subject to Ordering Agreement is included in the PPMP with Ref. No. 2026-1147 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of ONE HUNDRED EIGHTY THOUSAND EIGHT HUNDRED PESOS (₱ 180,800.00).

### **III.OBJECTIVES**

The objectives Supply and Delivery of Meals to be served for the Planning Activities of the City Planning and Development Coordinator's Office for 2026 in the City of San Fernando, Pampanga subject to Ordering Agreement 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 participants and guests.

### **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>Qty.</b> | <b>Unit</b> | <b>Item Description/ Specifications</b>  | <b>Delivery Date/Location</b>                                   |
|-------------|-------------|--|---|
| 160         | Pax         | MB10-AB3<br>1 cup Chicken Egg Arroz Caldo<br>With 2 pcs puto<br>330 ML Mineral Water | Will inform the supplier<br>at least 1 week before<br>the event |

|     |     |  |  |
|-----|-----|--|--|
| 160 | Pax | BA1<br>Steamed Rice Roast Beef Chicken Teriyaki Fish Fillet<br>with Creamy White Sauce Fruits Drinks |  |
| 160 | Pax | MC5-AB3<br>1 cup Carbonara with clubhouse sandwich<br>350 ml mineral water                           |  |

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) and in compliance with the procurement schedule. The documents to be submitted shall include 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 end-user through the Procurement Officer shall coordinate with the CGSO- Procurement Management Division (PMD) to advise the supplier regarding the exact Delivery Date/Time and location at least one week prior to the actual event.
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:



**PAOLO ISRAEL S. FRANCO, EnP**  
City Planning and Development Coordinator

|                                      |
|--------------------------------------|
| CONFORME:                            |
| _____<br>Signature over Printed Name |
| _____<br>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*