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 various/series of meetings and activities of the City Mayor's Office for 1st Semester of 2026 in the City of San Fernando, Pampanga subject to Ordering Agreement**

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

_____
Company Name

_____
Address

Date : **Jan 20, 2026**

PR No. : **2026-01-00049**

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 26, 2026 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Orlando E. Samson

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	1000	pax	Pancit Palabok with 2 pcs. Puto Pao Drinks			
2	1500	pax	Roast Beef Mixed Vegetable Banana/pastries 1 cup Rice Drinks			
3	1500	pax	Pork Asado Mixed Vegetable Banana/pastries 1 cup Rice Drinks			
				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

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Background: Good governance is the process of decision-making and the process by which decisions are implemented, an analysis of governance focuses on the formal and informal actors involved in decision-making and implementing the decisions made and the formal and informal structures that have been set in place to arrive and implement the decision.

Thus, this present administration, dedicated and committed in carrying out these responsibilities and be of service to the people and most importantly here in the City of San Fernando, Pampanga.

Various meetings and activities are conducted to realize the goal of delivering public service to constituents with the spirit of inclusivity, and ensure the proper implementation of programs for the common good of all Fernandinos.

OBJECTIVE/S

- To provide meals during various planning sessions and other activities
- To carry out the plans and programs of the different departments and sectors in the City
- To perform duties as public servants

Budgetary Requirements:

The Approved Budget for the **Supply and Delivery of Meals to be served for the various/series of meetings and activities of the City Mayor's Office for 1st Semester of 2026 in the City of San Fernando, Pampanga subject to Ordering Agreement** is included in the PPMP with Reference Number 2026-1088 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of P742,500.00 amount in figure or Seven Hundred Forty Two Thousand Five Hundred 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.

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.

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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 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.

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Prepared by:

Walter C. Navarro
Procurement Officer

Noted by:

REYMUNDO M. HIPOLITO JR.
Chief of Staff

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.