



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 Other Meetings of SP members for 1st Quarter of 2026 in the City of San Fernando, Pampanga**
Location of the Project : **Office of the Sangguniang Panlungsod**

Company Name
Date : **Jan 20, 2026**
PR No. : **2026-01-00057**

Address

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: _____ Approved by: _____

Monalyn M. Aquino
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	50	pax	SET- ME1- AB2 Pork Kaldareta Mixed vegetable Banana/Pastries 1 cup rice 250ml minute maid			
2	50	pax	SET-ME4-AB3 Roast Beef Mixed Veggies Banana/pastries 1 cup rice 330ml mineral water			
3	50	pax	SET-MC9-AB2 Lasagna with 4 pcs garlic bread 250ml minute maid			
4	50	pax	SET-MC5-AB3 1 Cup carbonara with clubhouse sandwich 330ml mineral water			
5	50	pax	SET-MC6-AB2 1 Cup Spaghetti with cheese burger 250ml minute maid			
6	50	pax	SET- MC7-AB2 Baked Mac with Chicken sandwich 250ml minute maid			
7	50	pax	SET-MC8-AB2 Seafood Marinara with ham and cheese sandwich 250ml minute maid			
8	50	pax	SET-MC9-AB2 Lasagna with 4 pcs garlic bread 250ml minute maid			
9	50	pax	SET-ME7-AB2 Fried Chicken			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			Chopsuey Banana 1 Cup rice 250ml minute maid			
10	50	pax	SET-ME3-AB2 Beef Caldareta Mixed Vegetable Banana 1 Cup rice 250 minute maid			
11	50	pax	SET-MB10-AB3 1 Cup Wonton Soup w/ 2 pcs puto 330ml mineral water			
12	50	pax	SET-MB13-AB2 1 Cup Chicken Mami w/ Chicken Sandwich 250ml minute maid			
13	50	pax	SET-MB11-AB2 1 Cup Wonton Soup w/ 5pcs medium size wanton and puto pao 250ml minute maid			
14	50	pax	SET-MC9-AB2 Lasagna with 4 pcs garlic bread 250ml minute maid			
15	50	pax	SET-MC6-AB2 1 Cup Spaghetti with cheese burger 250ml minute maid			
16	50	pax	SET-MC8-AB2 Seafood Marinara with ham and cheese sandwich 250ml minute maid			
17	50	pax	SET- ME1- AB2 Pork Kaldareta Mixed vegetable Banana/Pastries 1 cup rice 250ml minute maid			
18	50	pax	SET-ME4-AB3 Roast Beef Mixed Veggies Banana/pastries 1 cup rice 330ml mineral water			
19	50	pax	SET-MC5-AB3 1 Cup carbonara with clubhouse sandwich 330ml mineral water			
20	60	pax	SET- MC7-AB2 Baked Mac with Chicken sandwich 250ml minute maid			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
21	63	pax	SET-MB10-AB3 1 Cup Wonton Soup w/ 2 pcs puto 330ml mineral water			
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

TERM OF REFERENCE

Supply and Delivery of Meals to be served for the Other Meetings of SP members for 1st Quarter of 2026 in the City of San Fernando, Pampanga

BACKGROUND

Pursuant to the Republic Act No. 7160 otherwise known as the Local Government Code of 1991 particularly Chapter 3 Section 48, Local legislative power shall be exercised by the Sangguniang Panlalawigan for the province; the Sangguniang Panlungsod for the city; the Sangguniang bayan for the municipality; and the Sangguniang Barangay for the Barangay

Further, Section 458 (a) of the Code provides that the Sangguniang Panlungsod, as the legislative body of the city, shall enact ordinances, approve resolutions and appropriate funds for the general welfare of the city and its inhabitants pursuant to section 16 of the Code and in the proper exercise of the corporate powers of the city as provided for under section 22 of the Code, and shall: (1) Approve ordinances and pass resolutions necessary for an efficient and effective city government, among others.

The Sangguniang Panlungsod (SP) of the City of San Fernando, Pampanga, serves as the legislative body of the city government. Beyond the legally mandated **Regular Sessions**, the members of the SP—including the City Vice Mayor and City Councilors—frequently conduct "**Other Meetings**" to fulfill their administrative and oversight functions.

These "Other Meetings" typically include, but are not limited to:

Detailed deliberation of proposed ordinances and resolutions.

Urgent legislative matters requiring immediate action outside the regular schedule.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Meals to be served for the Other Meetings of SP members for 1st Quarter of 2026 in the City of San Fernando, Pampanga is included in the PPMP with the Ref. No. 2026-1416 and is already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **TWO HUNDRED NINETY NINE THOUSAND NINE HUNDRED TWENTY PESO (PhP 299,920.00)**

III. OBJECTIVES

To ensure the productivity and efficiency of these proceedings, it is standard practice for the City Government to provide meals and snacks for the participants. Given the high volume of legislative work anticipated for the **1st Quarter of 2026**, there is a need to secure a reliable food service provider through a competitive and transparent procurement process.

- To provide nutritious, high-quality, and timely meals (breakfast, lunch, or snacks) to SP members and support staff during legislative-related activities.
- To ensure the seamless conduct of meetings by avoiding interruptions caused by logistical delays in food provision.
- To comply with the provisions of **Republic Act No. 9184** (Government Procurement Reform Act) by engaging a qualified catering service or food supplier.

TERM AND CONDITION

During procurement process and delivery/ implementation of the project, the end user and the supplies/ contractor shall

a. Specification/ Scheduled of Requirments

QTY	UNIT	ITEM DESCRIPTION SPECIFICATION	DELIVERY DATE	LOACTION
1073	pax	Meals (A.M. Snacks- LunchP.M Snacks) Drinks	20 Days Upon Issuance	Legislative Building-heroes -Hall Csf

1. If the procurement process reaches the ensuring year, observed that the allowed delivery is only up to what is stipulated in the contract.
2. 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.

For the Supplier/ provider;

1. Ensure the completion of the documents being required by the Bids and Awards Committee (BAC) on-time based on the procurement schedule including this TOR duly signed by the end- user and conformed by the supplier/contractor.
2. Ensure to supply the requirement upon issuance of DOC.

a. Delivery/Implementation period

1. Strictly observe the "No Purchase Order (PO)/Delivery Order Contract (DOC No. Delivery" Policy and comply with the delivery period;
2. The Delivery Period shall be from 20 days upon issuance of P.O and NTP
3. During the delivery, strictly follow the provisions enumerated in the Term 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 outside delivery, ensure the coordination with the inspector from the CGSO- Property and Supply Management (PSMD) for the inspection of the delivery in term of quality and to immediately notify the supplier/ contractor in case of any concern before the acceptance.

b. Inspection and Acceptance

1. The End-user shall accept the delivery with the (1) receipt, and submit immediately to the Inspector of CGSO-PSMD together with the (2) attendance sheet/s as part of utilization where the quantity of the delivery is the same as the number of attendance and photo documents of the delivery.

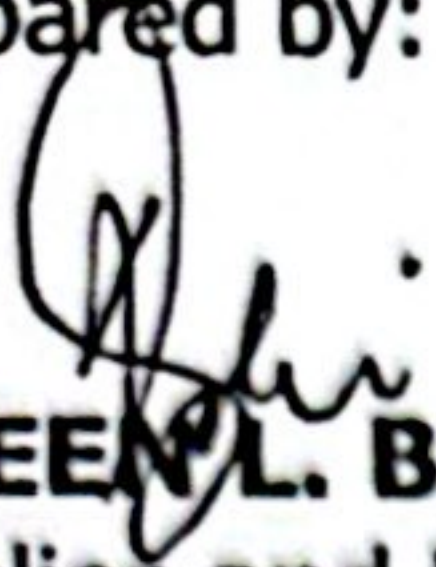
Such documents will be used in notifying the concerned offices on the delivery such as the City Accountant's Office (CAccO) and Commission on Audit (COA) to include the same in the Payables.

2. The supplier/ contractor shall present the PO and Issue Sales Invoice
3. The CGSO-PSMD shall prepare the corresponding Inspection and Acceptance Report/s.

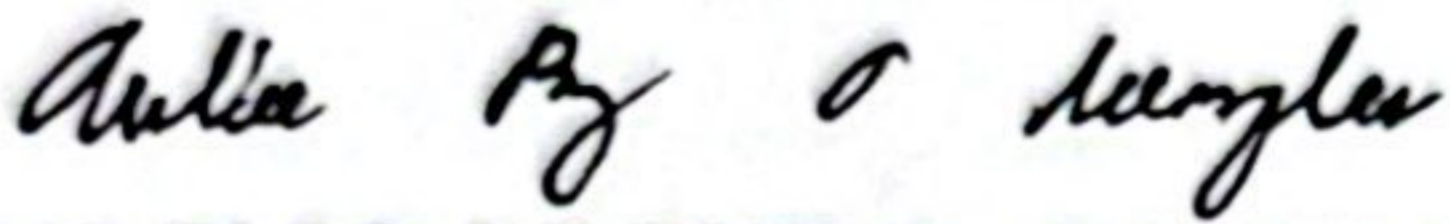
I. DELIVERABLES BY THE SUPPLIER/ CONTRACTOR AND THE CITY GOVERNMENT

1. The deliverables of the supplier/ contractor shall be as follows:
 - a. Provide the quantity and quality of meals being required by end-user/ program;
 - b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule;
 - c. Strictly deliver the required/requested items immediately upon the approval of Purchase Order (PO);
2. The deliverables of the City Government shall be as follows:
 - a. On-time payment of the supplier/contractor i.e., 15 days after the month.
 - b. The end-user shall assist in the monitoring of the delivery and on-time payment of the supplier.
 - c. Provide necessary and readily available documents such as during the conduct of post- audit.
 - d. Evaluate the performance of the supplier/contractor and in case there is a violation on the Contract/Agreement, prepare a Verified Report.

Prepared by:


AIREEN L. BALINGIT
Supplies and Property officer/ Procurement

Approved by:


Hon. AURELIO BRENZ P. GONZALES
Admin Officer IV-End-User

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.