



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 during the Kaganapan 2026 Tribute to Cityhood Heroes Solidarity Dinner in the City of San Fernando, Pampanga**  
Location of the Project : **City Tourism and Investment Promotions Office - Tourism And Heritage Division**

\_\_\_\_\_  
Company Name  
Date : **Jan 22, 2026**  
PR No. : **2026-01-00082**  
\_\_\_\_\_  
Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Thursday, January 29, 2026 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Ana Liza C. Zablan  
Administrative Assistant III (Buyer III)

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	340	pax	Meals for the participants  Set BB3 - Lengua Alexandria - Chicken Terriyaki - Stir Fried Vegetables and Mongo Sprouts - Shrimp Tempura with Sweet and Sour Sauce - Rice - Banana - Drinks  *With round table center pieces and seat covers			
<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 during the Kaganapan 2026 Tribute to Cityhood Heroes Solidarity Dinner in the City of San Fernando, Pampanga

#### I. BACKGROUND

In celebration of the 25th City Charter Anniversary, the City Government of San Fernando, Pampanga celebrates "Kaganapan", a month-long series of activities for its citizenry. Tracing its roots from the conversion of the Municipality of San Fernando, Pampanga into a City by virtue of Republic Act No. 8990 on February 4, 2001, the event also promotes public-private partnership and tourism development. This event also stimulates economic activity and engages different sectors of the community.

The City Government conducts this Solidarity Dinner and Cityhood exhibit to give recognition to individuals in government and private sectors who contributed to the city's Cityhood charter and its progress for the past 25 years.

#### II. BUDGETARY REQUIREMENT

Supply and Delivery of Meals to be Served during the Kaganapan 2026 Tribute to Cityhood Heroes Solidarity Dinner in the City of San Fernando, Pampanga is included in PPMP with **Ref. No. 2026-854**, which is in the amount of ONE HUNDRED EIGHTY-SEVEN THOUSAND FIVE HUNDRED PESOS (P 187,000.00).

#### III. OBJECTIVES

- To give tribute to the past City Official Heroes who made great contributions in founding of the Cityhood Charter of the City of San Fernando, Pampanga.
- To recognize the Municipal and City Mayors, and department heads of the Local Government, and their contributions to the City of San Fernando Pampanga.
- To take pride in our glorious past.
- To inculcate and develop sense of pride of place among Fernandinos.
- To conduct a historical exhibition of paintings and photographs.

#### 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
340	Pax	Meals for the participants (set BB3) <ul style="list-style-type: none"><li>- Lengua Alexandria</li><li>- Chicken Teriyaki</li><li>- Stir Fried Vegetables and Mongo Sprouts</li></ul>	February 26, 2026	Miniconvention Center, Heroes Hall City of San Fernando, Pampanga

		<ul style="list-style-type: none"> <li>- Shrimp Tempura w/ Sweet and Sour sauce</li> <li>- Rice</li> <li>- Banana</li> <li>- Drinks</li> </ul> <p><i>*Round tables with center piece and Seat covers</i></p>		
--	--	--	--	--

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/ 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 Delivery Period shall be on February 26, 2026, in the City of San Fernando Pampanga.
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 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;
- b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule; and
- c. Assign a representative who will coordinate and comply with all the documentary requirements of the project.

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:

  
**Raymond Feliciano**  
Project Manager

Approved by:

  
**Ma. Lourdes Carmella Jade D. Pangilinan** *qy*  
City Tourism and Investment Promotions Officer

CONFORME:

--

\_\_\_\_\_  
Signature over Printed Name

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.