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 Child Health Program: Operation Tuli of the City Health Office for 2026 in the City of San Fernando, Pampanga**

Location of the Project : **City Health Office**

_____
Company Name

_____
Address

Date : **Jan 27, 2026**

PR No. : **2026-01-00099**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, February 3, 2026 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Jeffrey Ross M. Navarro
Administrative Assistant III (Buyer III)

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 | 150 | pax | MA11 – AB3<br>Cheesy Spaghetti with Garlic Bread<br>330ml Mineral Water | | | |
| 2 | 150 | pax | MD1 – AB4<br>Pork Adobo<br>Banana/Pastries<br>1 Cup Rice<br>300ml Coke Mismo | | | |
| 3 | 150 | pax | MA5 – AB1<br>Special Chicken Sandwich with Lettuce<br>230ml C2 Solo | | | |
| | | | | **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 Meals to be served for the Child Health Program: Operation Tuli of the City Health Office for 2026 in the City of San Fernando, Pampanga**

## I. BACKGROUND

According to the World Health Organization (WHO), the reason for the near-universal prevalence of male circumcision in the Philippines is less clear but is long-standing and thought to be unrelated to religious influence. There are few data on age at circumcision, but one study found that 42% of boys were circumcised aged under 10 years, 52% aged 10–14 years, and 5% aged 15–18 years. Epidemiological studies have shown circumcised men have a lower risk of several reproductive tract infections than uncircumcised men.

Conducting male circumcision activities, when approached with sensitivity to cultural, religious, and individual preferences, and ensuring informed consent, can have substantial health benefits and support public health goals.

## II. BUDGETARY REQUIREMENT

The budgetary requirement for the **Supply and Delivery of Meals to be served for the Child Health Program: Operation Tuli of the City Health Office for 2026 in the City of San Fernando, Pampanga** is included in the **PPMP with the Ref. No. 2026-978** and is already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **SEVENTY NINE THOUSAND EIGHT HUNDRED SEVENTY FIVE PESOS (Php 79,875.00)**.

## III. OBJECTIVES

The objectives of Operation Tuli of the City Health Office for 2026 in the City of San Fernando, Pampanga are as follows:

- To provide basic social services that aim to increase rate in delivery of health services by addressing the need to promote safe and free circumcision to targeted beneficiaries.
- To improve penile hygiene.
- To lower the risks of several reproductive tract infections.

## IV. COVERAGE/SERVICES

According to the constituency perspective, the City's objective is "Make LGU basic health services accessible to all Fernandinos". One of the summer child health care programs provided by the CHO is Operation Tuli to the eligible young male Fernandinos.

- Pre-assessment of target beneficiaries by the Rural Health Physicians
- Circumcision of eligible male adolescents.

## V. 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

| Quantity | Unit | Item Description/ Specification | Delivery Date | Location |
|---|---|---|---|---|
| 150 | Pax | MA11 – AB3<br>Cheesy Spaghetti with Garlic Bread<br>330ml Mineral Water | **APRIL 2026** | Heroes Hall, Brgy. San Juan, CSFP |
| 150 | Pax | MD1 – AB4 | | |

| | | | | |
|---|---|---|---|---|
| | | Pork Adobo<br>Banana/Pastries<br>1 Cup Rice<br>300ml Coke Mismo | | |
| 150 | Pax | MA5 – AB1<br>Special Chicken Sandwich with Lettuce<br>230ml C2 Solo | | |

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 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.

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 in **APRIL 2026.**
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 to notify 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.

## VI. 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 of 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:

**IRIS ROSE M. MUÑOZ, MD**
Child Health Care Program Manager

Approved by:

**ROWENA L. SALAS, MD, MHA**
City Health Officer II

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.*