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 Bench Marking Activity of the City Public Employment Services Office for the year 2026 in the City of San Fernando, Pampanga**

Location of the Project : **City Public Employment Services Office**

Company Name

Address

Date : **Jan 27, 2026**

PR No. : **2026-01-00112**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, February 2, 2026 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Lorraine Kate M. Escoto
Administrative Assistant II

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	SET BC3 Special Beef Kaldereta Lechon Kawali w/ Liver Sauce Special Atchara Special Relyenong Bangus Zippo Egg Pandan Rice Bukko Pandan Salad Drinks in Can			
					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 during the Bench Marking Activity of the City Public Employment Services Office for the year 2026 in the City of San Fernando, Pampanga

I. BACKGROUND

Pursuant to R.A. No. 7160, otherwise known as the Local Government Code of 1991, particularly Section 444(b)(1) provides that the Chief Executive shall exercise general supervision and control over all programs, projects, services, and activities of the local government.

In the City Government of San Fernando, Pampanga, the City Public Employment Services Office (CPESO) also known as Public Employment Service Office (PESO) is one of the departments of the city government. The newly established Department of the City Public Employment Services Office (CPESO) under the City Ordinance 2023-044 is a non-fee charging multi-dimensional employment service facility or entity established in all Local Government Units (LGUs) in coordination with the Department of Labor and Employment (DOLE) pursuant to R.A. No. 8759 or the PESO Act of 1999 as amended by R.A. No. 10691.

II. BUDGETARY REQUIREMENT

The budgetary requirement for the Supply and Delivery of Meals to be served during the Bench Marking Activity of the City Public Employment Services Office for the year 2026 in the City of San Fernando, Pampanga, is included in the PPMP with the Ref. No. **2026-1696** and already included in the Annual Investment Plan (AIP) of the City Government, which is in the amount of **NINETY SEVEN THOUSAND FIVE HUNDRED PESOS (97,500.00)**

III. OBJECTIVES

The objectives of the Supply and Delivery of Meals to be served during the Bench Marking Activity of the City Public Employment Services Office for the year 2026 in the City of San Fernando, Pampanga are as follows:

1. To ensure that meals are served during the activity considering that it is a policy of the City Government that provision of supplies 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 employer's, guest and working group.

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

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Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
150	pax	SET BC3 Special Beef Kaldereta Lechon Kawali w/ Liver Sauce Special Atchara Special Relyenong Bangus Zippo Egg Pandan Rice Bukko Pandan Salad Drinks in Can	February 2026	Heroes Hall, CSFP

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/ contractor.

3. If the procurement process reaches the ensuing year, observe that the allowed transaction 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. 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)/ Delivery Order Contract (DOC), No Delivery" Policy and comply with the delivery period.

2. The Delivery Period shall be February 2026, and the contract shall end by the end of February 2025.

3. During the delivery, strictly follow the provisions enumerated in the Terms and Condition of the PO/ Contract including the Delivery Schedule and 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 coordination with the Inspector from the CGSO-

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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 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 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 the delivery.

b. End- user shall monitor the delivery.

c. The Procurement Officer shall assist in the monitoring and on- time payment of the supplier/ contractor.

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:

JEHANNE ANGELICA S. TIAMZON
Administrative Officer II/ End- user

Approved by:

MARY ANN C. BILIWANG
CPESO Manager

CONFORME:

Signature over Printed Name

Date

Note: *The 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.*

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