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 Barangay Legislative Orientation and information of the City Vice Mayor's Office for 1st Quarter of 2026 in the City of San Fernando, Pampanga**

Location of the Project : **Office of the City Vice- Mayor**

_____
Company Name

_____
Address

Date : **Jan 27, 2026**

PR No. : **2026-01-00113**

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:

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	72	pax	SET- MC9-AB3 Lasagna with 4 pcs garlic bread 330ml mineral water			
2	70	pax	SET- MC7-AB2 Baked mac with chicken sandwich 250ml minute maid			
3	60	pax	SET MC8-AB3 Seafoods Marinara with ham and Cheese sandwich 330ml mineral water			
4	60	pax	SET-MB11-AB2 1 Cup Wanton Soup w/ 5pcs medium size wanton and puto pao 250ml minute maid			
5	60	pax	SET-ME7-AB2 Fried Chicken Chopsuey Banana 1 Cup rice 250ml minute maid			
6	60	pax	SET- ME4-AB3 Roast Beef Mixed Veggies Banana 1 Cup Rice 330ml Mineral water			
7	60	pax	SET-ME8-AB3 1 whole Fried Bangus Ensaladang Paco or any kind of Ensalada Pastries 330ml Mineral water			
8	60	pax	SET- MF7-AB3 Pork Bistig			

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 Barangay Legislative Orientation and information of the City Vice Mayor's Office for 1st Quarter of 2026 in the City of San Fernando, Pampanga**

Location of the Project : **Office of the City Vice- Mayor**

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			Garlic Chicken Banana 1 Cup rice 330ml mineral water			
9	60	pax	SET MC8-AB3 Seafoods Marinara with ham and Cheese sandwich 330ml mineral water			
10	60	pax	SET- MC7-AB2 Baked mac with chicken sandwich 250ml minute maid			
11	60	pax	SET-MB11-AB2 1 Cup Wanton Soup w/ 5pcs medium size wanton and puto pao 250ml minute maid			
12	60	pax	SET MC8-AB3 Seafoods Marinara with ham and Cheese sandwich 330ml mineral water			
13	60	pax	SET- ME4-AB3 Roast Beef Mixed Veggies Banana 1 Cup Rice 330ml Mineral water			
14	60	pax	SET-ME7-AB2 Fried Chicken Chopsuey Banana 1 Cup rice 250ml minute maid			
					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 REFERENCES

Supply and Delivery of Meals to be served during the Barangay Legislative Orientation and information of the City Vice Mayor's Office for 1st Quarter of 2026 in the City of San Fernando, Pampanga

I. BACKGROUND

Under the **Local Government Code of 1991 (Republic Act 7160)**, the Vice Mayor serves as the presiding officer of the *Sangguniang Panlungsod* (City Council). A core part of this role is "supervisory" in nature—ensuring that the 35 component barangays of San Fernando are performing their legislative functions correctly. The orientation is the primary mechanism for the CVMO

Supply and Delivery of Meals for the Barangay Legislative Orientation and Information (City Vice Mayor's Office) for the 1st Quarter of 2026, we can look at the legal, administrative, and logistical framework of this procurement activity in the City of San Fernando, Pampanga.

The **City Vice Mayor's Office (CVMO)**, as the head of the legislative branch (*Sangguniang Panlungsod*), conducts these orientations to empower barangay-level officials. The goal is to ensure that local legislation (ordinances and resolutions) at the village level aligns with city-wide laws and national mandates.

II. BUDGETARY REQUIREMENT

The Budgetary requirement for the Supply and Delivery of Meals to be served during the Barangay Legislative Orientation and information of the City Vice Mayor's Office for 1st Quarter of 2026 in the City of San Fernando, Pampanga is included in the PPMP with the Ref. No. 2026-1596 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount **TWO HUNDRED FOURTY NINE THOUSAND NINE HUNDRED EIGHT PESO (P 249,980.00)**

I. OBJECTIVES

1. To provide quality, safe, and timely meals for participants of consultative meetings and other official meetings of the Office of the City Vice Mayor during the 1st Semester of 2026.
2. Each consultative meeting is strategically designed to inform legislative policymaking, elevate quality and technical robustness of proposed bills, and ensure legislative legitimacy through inclusive participation and transparency.
3. To provide pack/buffet/catered meals/water/coffee for invitees, guest and participants of the consultative and legislative meeting.

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

862	**pax**	Meals (A.M. Snacks-LunchP.M Snacks) Drinks	**20 Days Upon Issuance - P.O and NTP**	LEGISLATIVE BUILDING - HEROES - HALL CLRP 96

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 End- user;

1. Ensure the completion of the documents in order to proceed with the procurement process.
2. Present clearly this TOR during the Pre-Bid Conference for the information of the prospective bidders/s (for Competitive/ Public Bidding) and present by the Buyer with the assistance of the End- user (for 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-PMSD 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.

Scanned with CamScanner

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.

I. SCOPE OF SERVICES

1. The City Government of San Fernando, shall engage to the services of a supplier for the provisions of snacks to be used during the executive and legislative meeting throughout the year.
2. If the procurement process reaches the ensuring year, observed that the allowed delivery is only up to what is stipulated in the contract.
3. All packed meals must be in a clean, presentable and sealed containers.

II. DELIVERY BY PROVIDER AND THE CITY GOVERNMENT

1. The deliverable of the supplier/contractor shall be as follows:
   - Provide the items being required by the contractor
   - Assign a representative who will coordinate and comply with all the documentary and other pertinent documents
2. The deliverable of the City Government shall be:
   - Serve as Secretariat
   - Provide payment upon completion of the Service and appropriate billing documents

Scanned with CamScanner

Prepared by.

Jessica Puno
End-User

Checked by:

Ferdinand Dizon
Executive Assistant 1

Noted by:

Hon. Aurelio Brenz P. Gonzales
City Vice Mayor

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.*

Scanned with CamScanner