



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 Healthy Places CTWG Meeting and Awarding Ceremony of the CHO-Environmental Health and Sanitation Division for 2026 in the City of San Fernando, Pampanga subject to Ordering Agreement**

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

Company Name	Date : <b>Mar 4, 2026</b>
Address	PR No. : <b>2026-03-00351</b>

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Wednesday, March 11, 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
<b>2nd Qtr Meeting (Initial Meeting)</b>						
1	35	pax	SET MC9-AB1 Lasagna with 4 pcs Garlic Bread 230ml C2 Solo			
<b>3rd QTR Meeting (Assessment of participants)</b>						
2	35	pax	SET MC8-AB2 Seafood Marinara with Ham and Cheese Sandwich 250ml Minute Maid			
<b>3rd QTR Meeting (initial deliberation)</b>						
3	35	pax	SET MC6-AB2 1 cup Spaghetti with Cheese Burger 250ml Minute Maid			
<b>4th QTR Meeting (Final deliberation)</b>						



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<b>Item No.</b>	<b>Qty</b>	<b>Unit</b>	<b>Item Description</b>	<b>Remarks</b>	<b>Unit Price</b>	<b>Total</b>
4	35	pax	SET MC5-AB1 1 cup Carbonarra with Clubhouse Sandwich 230ml C2 Solo			
<b>For Awarding</b>						
5	200	pax	SET BC1 Pot Roast Beef w/ Mushroom Gravy Fish Fillet w/ Sweet and Sour Sauce Chicken Terriyaki Stir Fried Mongo Sprouts and Vegetables Pork Steak with Mushroom Pandan Rice Fruit Salad Lemon Iced Tea			
<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 for the Healthy Places CTWG Meeting and Awarding Ceremony of the CHO-Environmental Health and Sanitation Division for 2026 in the City of San Fernando, Pampanga subject to Ordering Agreement

### I. BACKGROUND

This project will be known as the CITY HEALTH PROMOTION PROGRAM which will institutionalize healthy places in the City of San Fernando (P). The CITY HEALTH PROMOTION PROGRAM is generically the PHILIPPINE HEALTH PROMOTION PROGRAM applied in City Governance.

The City of San Fernando (P) will be a model city in social development where citizens live in a healthy, safe and sustainable environment with sufficient economic opportunities and rich cultural heritage; with stronger public governance institutions, responsible citizenry and a SMART SUSTAINABLE CITY, to reach this goal one must be in a good state of well-being. Through the City Health Office, the LGU focuses on the health of its constituents. Health promotion is a key process of enabling people to take action to improve their health and mobilize their full potential to contribute to the development of the city. The city has indeed succeeded in making governance a shared responsibility through the Multi-Sectoral Governance Council which implies good social and political deeds of enhancing public awareness in every sector of the society.

The City Health Office acknowledges that health cannot be promoted by itself alone or by various infrastructures in its territorial range. Most people only come to health centers, and hospitals when they are ill, but much of their illness could be prevented if the places in which people live, go to school, work, and eat become healthy and safe places.

### II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Meals to be served for the Healthy Places CTWG Meeting and Awarding Ceremony of the CHO-Environmental Health and Sanitation Division for 2026 in the City of San Fernando, Pampanga subject to Ordering Agreement Is included in the PPMP with Ref. No. 2026-403 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of ONE HUNDRED SEVENTY THOUSAND SIX HUNDRED PESOS (PHP 170,600.00)

### III. OBJECTIVES

The objectives of the Supply and Delivery of Meals to be served for the Healthy Places CTWG Meeting and Awarding Ceremony of the CHO-Environmental Health and Sanitation Division for 2026 in the City of San Fernando, Pampanga subject to Ordering Agreement are as follows:

To bring health messages to where people are and build a supportive environment through advocacy, networking, and community action.

### IV. TERMS OF CONDITIONS

During the procurement process and delivery/implementation of the contract, the end-user and the supplier/contractor shall:

#### a. Specification/Schedule of Requirements

Qty	Unit	Items Description / Specification	Delivery Date	Location
35	pax	<b>2nd Qtr Meeting (Initial Meeting)</b> SET MC9-AB1 Lasagna with 4 pcs Garlic Bread 230ml C2 Solo	May to October 2026	CSFP
35	pax	<b>3rd QTR Meeting (Assessment of participants)</b> SET MC8-AB2 Seafood Marinara with Ham and Cheese Sandwich		

		250ml Minute Maid		
35	pax	<b>3rd QTR Meeting (initial deliberation)</b> SET MC6-AB2 1 cup Spaghetti with Cheese Burger 250ml Minute Maid		
35	pax	<b>4th QTR Meeting (Final deliberation)</b> SET MC5-AB1 1 cup Carbonarra with Clubhouse Sandwich 230ml C2 Solo		
200	pax	<b>For Awarding</b> SET BC1 Pot Roast Beef w/ Mushroom Gravy Fish Fillet w/ Sweet and Sour Sauce Chicken Terriyaki Stir Fried Mongo Sprouts and Vegetables Pork Steak with Mushroom Pandan Rice Fruit Salad Lemon Iced Tea		

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 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 ensuring 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, 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 the following dates:  
May to October 2026

3. During the delivery, strictly follow the provisions enumerated in the Terms and Conditions 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 receipt, and submit it 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 quantity of meals being required by the projects/program; and
- b. Strictly follow the specifications and timely provisions 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 if the delivery is per month or Ordering Agreement.
- b. End-user shall monitor the delivery 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:

  
**DUNN PATRICK B. IMANA**  
 Chief EHSD

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

<p>CONFORME:</p> <hr style="width: 80%; margin: 10px auto;"/> <p style="text-align: center;">Signature over Printed Name</p> <hr style="width: 80%; margin: 10px auto;"/> <p style="text-align: center;">Date</p>
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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 if the supplier/contractor