



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 various Disaster Preparedness Activities for City Responders in the City of San Fernando, Pampanga**

Location of the Project : **City Disaster Risk Reduction and Management Office**


Company Name _____ Date : **Mar 11, 2026**
PR No. : **2026-03-00409**
Address _____

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 18, 2026 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Camille C. Mendiola
Administrative Assistant II


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
Activity 1						
1	150	pax	AM Snacks MC4-AB3 -- 1 cup Goto w/ 1/2 cup Tokwa't Baboy, 330ml Mineral Water			
2	150	pax	Lunch MF3-AB1 -- Chicken BBQ, 1/2 cup Seafood Chopsuey, Banana/Pastries, 1 cup Rice, 230ml C2 Solo			
3	150	pax	PM Snacks MC1-AB4 -- 1 cup Pancit Palabok with Chicken Sandwich, 300ml Coke Mismo			
Activity 2						
4	150	pax	AM Snacks MB7-AB3 -- 1 cup Spaghetti with Ham Sandwich, 330ml Mineral Water			
5	150	pax	Lunch MF12-AB2 -- Breaded Porkchop, Chicken Caldereta, Banana/Pastries, 1 cup Rice, 252ml Minute Maid			
6	150	pax	PM Snacks MB15-AB3 -- 1 cup Sinantan with 2 pcs Inangit, 330ml Mineral Water			
Activity 3						



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
7	150	pax	AM Snacks MB9-AB3 -- 1 cup Arroz Caldo w/ Turon, 330ml Mineral Water			
8	150	pax	Lunch MF7-AB1 -- Pork Bistig, Garlic Chicken, Banana/Pastries, 1 cup Rice, 230ml C2 Solo			
9	150	pax	PM Snacks MC2-AB4 -- 1 cup Pancit Bihon with Cheesy Ensaymada, 300ml Coke Mismo			
Activity 4						
10	150	pax	AM Snacks MB6-AB3 -- 1 cup Carbonarra with Garlic Bread, 330ml Mineral Water			
11	150	pax	Lunch MF1-AB2 -- Pork or Chicken Adobo, 3 pes Fish Fillet, Banana/Pastries, 1 cup Rice, 250 ml Minute Maid			
12	150	pax	PM Snacks MC3-AB1 -- 1 cup Pancit Canton w/ 1/2 size Clubhouse Sandwich, 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 VARIOUS DISASTER PREPAREDNESS ACTIVITIES FOR CITY RESPONDERS IN THE CITY OF SAN FERNANDO, PAMPANGA

I. BACKGROUND

The City Disaster Risk Reduction and Management Office-City Government of City of San Fernando Pampanga, in its mandate is to organize and conduct orientation and knowledge management activities on DRRM at the local level and to disseminate information and raise public awareness about those hazards, vulnerabilities and risks, their nature, effects, early warning signs and counter-measures. In recent years, the frequency and intensity of disasters such as typhoons, floods, earthquakes, fires, and pandemics have significantly increased, putting immense pressure on city governments and emergency response units. As the first line of defense, city responders play a crucial role in mitigating the impact of these emergencies through timely, coordinated, and effective action.

In this regard, the CDRRMO proposes to conduct a Various Disaster Preparedness for City Responders as part of the City Government's preparedness advocacy. This activity is proposed to strengthen the disaster preparedness of city responders through a comprehensive and systematic approach that enhances their knowledge, skills, and operational readiness.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement Supply and Delivery of Meals to be served for the various Disaster Preparedness Activities for City Responders in the City of San Fernando, Pampanga, is included in the PPMP Code 2026-207 in the amount of FOUR HUNDRED SEVENTY SEVEN THOUSAND PESOS (P 477,000.00).

III. OBJECTIVES

- To strengthen the disaster risk reduction and management (DRRM) capabilities of our City responders
- To broaden awareness and deepen understanding of emergency preparedness through specialized training and skills development (e.g., Search & Rescue, Emergency Vehicle Operators Course & Mass Casualty Incident), in-house training (e.g., Rope Rescue, Water Rescue, Standard First Aid, Basic Life Support), and technical seminars to build competence and confidence among responder
- To enhance community readiness through realistic simulation exercises and coordinated response drills (e.g., Earthquake Drills, Flood Drills, Communication Exercise)

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
600	pax	AM Snacks	20 days after the issuance of Purchase Order/Notice to Proceed	CDRRM Office, Del Rosario, CSFP
600	pax	Lunch		
600	pax	PM Snacks		

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 delivery is only up to what is stipulated in the contract.
 - 4. Ensure to supply the requirements upon issuance of DOC.
 - 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 from 20 days after the issuance of Purchase Order/Notice to Proceed
 - 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 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 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; and
- b. Strictly follow the specifications, menu 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 month.
- 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 B. DEL ROSARIO
City DRRM Officer

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.