



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 Consultative Meetings and Other Meetings of the Office of the City Vice Mayor's Office for 2nd Quarter of 2026 in the City of San Fernando, Pampanga**

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

Company Name

Date :

**Mar 17, 2026**

PR No. :

**2026-03-00467**

Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, March 23, 2026 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Paolo Cesar E. Areola  
Administrative Aide VI (Buyer 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
1	70	pax	MB2-AB3 1 cup Pancit Palabok with Chicken Sandwich 330ML mineral water			
2	70	pax	MB4-AB3 1 Cup Pancit Canton- chicken Sandwich 330ML MINERAL WATER			
3	70	pax	MD10-Ab3 1/2 torta 1 cup rice 330ml mineral water			
4	70	pax	MD3-AB3 Chicken BBQ 1 Cup rice 330ml Mineral Water			
5	70	pax	Pork Kilawin 1 Cup rice 330ml Mineral water			
6	70	pax	MD12-AB3 Pork/ chicken Tonkatsu with mix Veggies 1 cup rice 330ml mineral water			
7	70	pax	MD8-AB3 chicken Asado 1 cup rice 330ml mineral water			
8	70	pax	MB7 -AB3 1 Cup spaghetti with chicken sandwich 330ml mineral water			



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

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
9	70	pax	MB4 -AB3 1 Cup Pancit Bihon with ham and Chesse 330ml mineral water			
10	50	pax	MB2-AB3 1 cup Pancit Palabok with Chicken Sandwich 330ML mineral water			
11	50	pax	MB4-AB3 1 Cup Pancit Canton- chicken Sandwich 330ML MINERAL WATER			
12	70	pax	MB2-AB3 1 cup Pancit Palabok with Chicken Sandwich 330ML mineral water			
13	70	pax	Pork Kilawin 1 Cup rice 330ml Mineral water			
14	47	pax	MD3-AB3 Chicken BBQ 1 Cup rice 330ml Mineral Water			
<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

## TERM OF REFERENCES

### **Supply and Delivery of Meals to be served for the Consultative Meetings and Other Meetings of the Office of the City Vice Mayor's Office for 2nd Quarter of 2026 in the City of San Fernando, Pampanga**

#### **I. BACKGROUND**

The Office of the City Vice Mayor of the City of San Fernando, Pampanga regularly conducts consultative meetings, coordination meetings, and other official gatherings with stakeholders, department heads, barangay officials, and partner institutions. These meetings are essential in ensuring effective communication, participatory governance, policy development, and the smooth implementation of local programs and legislative initiatives.

To maintain productivity and efficiency during these official activities, it is necessary to provide meals to participants, especially during extended meetings and consultations. The provision of timely, safe, and nutritious meals helps sustain focus, encourages active participation, and supports a professional working environment.

In line with this, the City Government intends to procure the **Supply and Delivery of Meals** to be served during consultative meetings and other official meetings of the Office of the City Vice Mayor for the **2<sup>nd</sup> Semester of 2026**, ensuring that food services meet quality, sanitation, and punctual delivery standards in accordance with government procurement regulations.

#### **II. BUDGETARY REQUIREMENT**

The Budgetary requirement for the Supply and Delivery of Meals to be served for the Consultative Meetings and Other Meetings of the Office of the City Vice Mayor's Office for 2<sup>nd</sup> Quarter of 2026 in the City of San Fernando, Pampanga is included in the PPMP with the Ref. No. 2026-1593 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount **ONE HUNDRED NINETY NINE THOUSAND SEVEN HUNDRED NINETY FIVE PESO (P199,795.00)**

### III. 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 2<sup>ND</sup> 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
917	pax	Meals (A.M. Snacks-LunchP.M Snacks) Drinks	20 Days Upon Issuance - P.O and NTP	Legislative Building- Heroes Hall

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.  
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.

## **IV. 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.

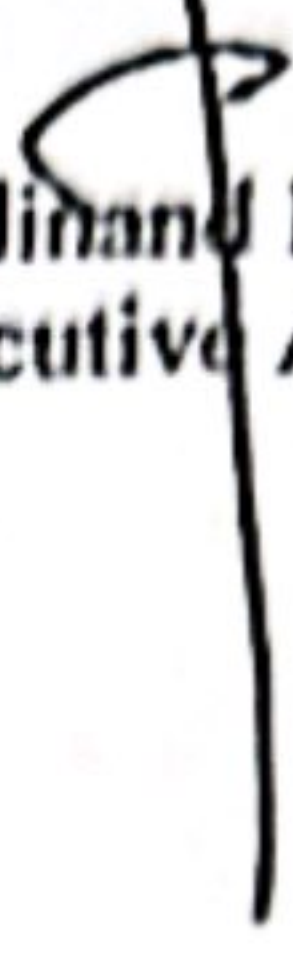
## **V. DELIVERY BY PROVIDER AND THE CITY GOVERNMENT**

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

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.**