



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 Meetings and Activities for Mutya Ning San Fernando 2026 in the City of San Fernando, Pampanga subject to Ordering Agreement**

Location of the Project : **City Tourism and Investment Promotions Office - Tourism And Heritage Division**

Company Name \_\_\_\_\_ Date : **Mar 19, 2026**  
PR No. : **2026-03-00487**  
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:

Janelle T. Vicencio  
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 |
|---|-----|------|--|---------|------------|-------|
| <b>MEALS FOR JUDGES AND COMMITTEE MEMBERS (SCREENING)</b>                   |     |      |  |         |            |       |
| 1   | 10  | pax  | Day 1<br>Set MA9 - AB2<br>- Pancit Guisado with 1 Puto Pao<br>- 250ml Minute Maid            |         |            |       |
| 2   | 10  | pax  | Day 2<br>Set MA12 - AB2<br>- Special Baked Mac with Garlic Bread<br>- 250ml Minute Maid      |         |            |       |
| 3   | 10  | pax  | Day 3<br>Set MA16 - AB2<br>- Pancit Palabok with 1 Puto Pao<br>- 250ml Minute Maid           |         |            |       |
| <b>MEALS DURING ORIENTATION FOR OFFICIAL CANDIDATES</b>                     |     |      |  |         |            |       |
| 4   | 100 | pax  | Set MA9 - AB2<br>- Pancit Guisado with 1 Puto Pao<br>- 250ml Minute Maid                     |         |            |       |
| <b>MEALS DURING PRESS PRESENTATION, TALENT, AND PRE-PAGEANT COMPETITION</b> |     |      |  |         |            |       |
| 5   | 65  | pax  | AM Snacks<br>Set MA16 - AB1<br>- Pancit Palabok with 1 Puto Pao<br>- 230ml C2 Solo           |         |            |       |
| 6   | 125 | pax  | Lunch<br>Set MD6 - AB1<br>- Chicken Caldereta<br>- Banana<br>- 1 Cup Rice<br>- 230ml C2 Solo |         |            |       |



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| Item No.  | Qty | Unit | Item Description   | Remarks | Unit Price | Total |
|---|-----|------|--|---------|------------|-------|
| 7   | 3   | pax  | Meals for Judges<br>Set MF4 - AB4<br>- Chicken Terriyaki<br>- 3pcs. Lumpiang Shanghai<br>- Banana<br>- 1 Cup Rice              |         |            |       |
| <b>MEALS DURING ADVOCACY AND SWIMWEAR COMPETITION</b> |     |      |  |         |            |       |
| 8   | 65  | pax  | AM Snacks<br>Set MA9 - AB1<br>- Pancit Guisado with 1 Puto Pao<br>- 230ml C2 Solo  |         |            |       |
| 9   | 125 | pax  | Lunch<br>Set MD9 - AB1<br>- Pork Asado<br>- Banana<br>- 1 Cup Rice<br>- 230ml C2 Solo  |         |            |       |
| 10  | 3   | pax  | Meals for Judges<br>Set MF5 - AB4<br>- Pork Caldereta<br>- 3pcs. Fish Fillet<br>- Banana<br>- 1 Cup Rice<br>- 300ml Coke Mismo |         |            |       |
| <b>MEALS DURING CORONATION NIGHT</b>                  |     |      |  |         |            |       |
| 11  | 65  | pax  | AM Snacks<br>Set MA12 - AB1<br>- Special Baked Mac with Garlic Bread<br>- 230ml C2 Solo  |         |            |       |
| 12  | 155 | pax  | Lunch<br>Set MD5 - AB1<br>- Pork Caldereta<br>- Banana<br>- 1 Cup Rice<br>- 230ml C2 Solo                                      |         |            |       |
| 13  | 65  | pax  | PM Snacks<br>Set MA7 - AB1<br>- Cheesy Spaghetti with Garlic Bread<br>- 230ml C2 Solo  |         |            |       |
| 14  | 155 | pax  | Dinner<br>Set MD12 - AB1<br>- Breaded Porkchop<br>- Banana<br>- 1 Cup Rice<br>- 230ml C2 Solo                                  |         |            |       |
| 15  | 50  | pax  | Buffet Meal<br>Set BC2<br>- Lengua Alexandria  |         |            |       |



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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> |
|----------------------|------------|-------------|---|----------------|-------------------|--------------|
|                      |            |             | - Chicken Relyeno<br>- Fish Finger in Capsicum Sauce<br>- Pork Strips with Gravy<br>- Buttered Vegetables<br>- Pandan Rice<br>- Buko Pandan Salad<br>- Lemon Iced Tea   |                |                   |              |
| 16                   | 7          | pax         | Meals for Judges<br>Set BC1<br>- Pot Roast Beef with Mushroom Gravy<br>- Fish Fillet with Sweet and Sour Sauce<br>- Stir Fried Mongo Sprouts and Vegetables<br>- Pork Steak with Mushroom<br>- Pandan Rice<br>- Fruit Salad<br>- 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 VARIOUS MEETINGS AND ACTIVITIES FOR MUTYA NING SAN FERNANDO 2026 IN THE CITY OF SAN FERNANDO, PAMPANGA SUBJECT TO ORDERING AGREEMENT**

#### **I. BACKGROUND**

Fiestas are always a participative endeavor, with the community contributing its share in making the whole celebration a communal one. The annual celebration of the feast of St. Ferdinand on May 30, 2026 is one of the most important cultural, historical and religious events in the City of San Fernando, Pampanga that showcase unique Kapampangan unity, ingenuity and hospitality.

Mutya ning San Fernando is an annual search for young and talented Fernandinas, traditionally a part of the celebration of the Pyestang Fernandino.

This is a search for young Fernandinas from different barangays in the City who will serve as ambassadors of good will and spokespersons on the City's various advocacies such as the preservation of the environment and culture and heritage. It also serves as a] training ground for the youth, to boost their confidence and public speaking skills, and empower them to participate in various community programs.

This activity is in line with our continuing recognition of the innate good looks, charm and outstanding talent of the Fernandinos. The competition is one of the most anticipated events in the city.

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

The Budgetary Requirement for Supply and Delivery of Meals to be served for the various Meetings and Activities for Mutya Ning San Fernando 2026 in the City of San Fernando, Pampanga subject to Ordering Agreement is included in the PPMP with Ref. No. 2026-73 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of TWO HUNDRED EIGHTEEN THOUSAND THREE HUNDRED SIXTY-FIVE PESOS (P 218,365.00).

#### **III. OBJECTIVES**

The objectives of the Supply and Delivery of Meals to be served for the various Meetings and Activities for Mutya Ning San Fernando 2026 in the City of San Fernando, Pampanga subject to Ordering Agreement are as follows:

- To inculcate and develop a sense of pride among Fernandinos;
- To enhance the talents and skills of young Fernandinos through a talent search and competition;
- To screen and select the City's next representative for various pageants, and spokespersons for various advocacies.

#### **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/<br>Specifications   | Delivery<br>Date | Location  |
|------|------|---|------------------|---|
| 10   | Pax  | <b>MEALS FOR JUDGES AND COMMITTEE MEMBERS (SCREENING)</b><br><br><b>DAY 1 - SET MA9</b><br>Pancit Guisado with 1 puto pao<br><br><b>DAY 2 – SET MA12</b><br>Special baked mac with garlic bread<br><br><b>DAY 3 – SET MA16</b><br>Pancit palabok with 1 puto pao<br><br><b>SET AB2</b><br>250ml minute maid | March 2026       | Giant Lantern and Tourist Information Center (Old Paskuhan Village) (Tentative) |

| Qty. | Unit | Item Description/<br>Specifications   | Delivery<br>Date | Location                |
|------|------|---|------------------|-------------------------|
| 100  | Pax  | <b>MEALS ORIENTATION FOR OFFICIAL CANDIDATES</b><br><br><b>SET MA9</b><br>Pancit Guisado with 1 puto pao<br><br><b>SET AB2</b><br>250ml minute maid | April 2026       | Heroes Hall (Tentative) |

| Qty. | Unit | Item Description/<br>Specifications  | Delivery<br>Date | Location                    |
|------|------|--|------------------|-----------------------------|
| 65   | Pax  | <b>MEALS PRESS PRESENTATION, TALENT, AND PRE-PAGEANT COMPETITION</b><br><br><b>SET MA16 (AM Snacks)</b><br>Pancit Palabok with 1 puto pao<br><br><b>AB1</b><br>230ml C2 Solo | May 2026         | SM Event Center (Tentative) |

|     |     |  |  |  |
|-----|-----|--|--|--|
| 125 | Pax | <b>SET MD6 (Lunch)</b><br>Chicken Caldereta<br>Banana<br>1 cup rice  |  |  |
| 3   | pax | <b>AB1</b><br>230ml C2 Solo<br><br><b>Meals for Judges – SET MF4</b><br>Chicken Teriyaki<br>3 pcs Lumpiang Shanghai<br>Banana<br>1 cup rice<br><br><b>AB4</b><br>300 ml Coke mismo |  |  |

| Qty. | Unit | Item Description/<br>Specifications  | Delivery Date | Location                   |
|------|------|--|---------------|----------------------------|
| 65   | Pax  | <b>MEALS<br/>ADVOCACY AND<br/>SWIMWEAR<br/>COMPETITION</b><br><br><b>SET MA9 (AM Snacks)</b><br>Pancit guisado with 1 puto<br>pao<br><br><b>AB1</b><br>230ml C2 Solo |               |                            |
| 125  | Pax  | <b>SET MD9 (Lunch)</b><br>Pork Asado<br>Banana<br>1 cup rice<br><br><b>AB1</b><br>230ml C2 Solo  | May 2026      | Heroes Hall<br>(Tentative) |
| 3    | pax  | <b>Meals for Judges – SET MF5</b><br>Pork caldereta<br>3 pcs fish fillet<br>Banana<br>1 cup rice<br><br><b>AB4</b><br>300 ml Coke mismo                              |               |                            |

| Qty. | Unit | Item Description/<br>Specifications | Delivery Date | Location |
|------|------|-------------------------------------|---------------|----------|
|------|------|-------------------------------------|---------------|----------|

|     |     |   |          |                            |
|-----|-----|---|----------|----------------------------|
|     |     | <b>MEALS<br/>CORONATION NIGHT</b>   |          |                            |
| 65  | Pax | <b>AM SNACKS<br/>SET MA12</b><br>Special baked mac with<br>garlic bread<br><br><b>AB1</b><br>230ml C2 Solo  |          |                            |
| 155 | Pax | <b>LUNCH<br/>SET MD5</b><br>Pork Caldereta<br>Banana<br>1 cup rice<br><br><b>AB1</b><br>230ml C2 Solo   |          |                            |
| 65  | Pax | <b>PM SNACKS<br/>SET MA7</b><br>Chessy spaghetti with garlic<br>bread<br><br><b>AB1</b><br>230ml C2 Solo  |          |                            |
| 155 | pax | <b>DINNER<br/>SET MD12</b><br>Breaded Porkchop<br>Banana<br>1 cup rice<br><br><b>AB1</b><br>230ml C2 Solo   | May 2026 | Heroes Hall<br>(Tentative) |
| 50  | Pax | <b>BUFFET MEALS<br/>SET BC2</b><br>Lengua Alexandria<br>Chicken Relyeno<br>Fish Finger in Capsicum<br>Sauce<br>Pork Strips w/gravy<br>Buttered vegetables<br>Pandan rice<br>Buko Pandan Salad<br>Lemon Iced Tea |          |                            |
| 7   | Pax | <b>MEALS FOR JUDGES<br/>SET BC1</b><br>Pot Roast beef w/mushroom<br>gravy<br>Fish Fillet w/sweet and sour<br>sauce  |          |                            |

|  |  |  |  |  |
|--|--|--|--|--|
|  |  | Stir Fired Mongo Sprouts<br>and Vegetables<br>Pork Steak with Mushroom<br>Pandan rice<br>Fruit salad<br>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 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/ 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 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. 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 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)/ Contracts, No Delivery” Policy and comply with the delivery period.
2. The Delivery Period shall be on March, April, and May 2026.
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 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 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 quantity of meals being required by the project/ program; and
- b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.
- c. Assign a representative who will coordinate and comply with all the documentary requirements of the project.

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 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 by:

  
**April Tan**  
Tourist Receptionist

Approved by:

  
**Ma. Lourdes Carmella Jade Pangilinan**  
City Tourism and Investment Promotions Officer

|                                      |
|--------------------------------------|
| CONFORME:                            |
| _____<br>Signature over Printed Name |
| _____<br>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.*