



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 Partial/Full Activation of Emergency Operation Center for 2026 in the City of San Fernando, Pampanga subject to Ordering Agreement**

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

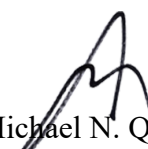
		Date : Apr 6, 2026
Company Name		PR No. : 2026-03-00521
Address		

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, April 13, 2026 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Rachelle M. Pangilinan


 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	1000	pax	Lunch MF12-AB3 -- Breaded Porkchop, Chicken Caldereta, Banana/Pastries, 1 cup Rice, 330ml Mineral Water			
2	600	pax	Dinner MF2-AB3 -- Pork Kare-Kare, 1 pc Fried Chicken, Banana/Pastries, 1 cup Rice, 330ml Mineral Water			
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 PARTIAL/FULL ACTIVATION OF EMERGENCY OPERATION CENTER FOR 2026 IN THE CITY OF SAN FERNANDO, PAMPANGA SUBJECT TO ORDERING AGREEMENT

I. BACKGROUND

The Activation of the Emergency Operations Center (EOC) for 2026 is a critical component of the City Disaster Risk Reduction and Management Office's mandate to ensure timely, coordinated, and effective response to disasters and emergencies in the City of San Fernando, Pampanga. The EOC serves as the central command, control, and coordination hub for disaster preparedness, response, early warning dissemination, information management, and inter-agency coordination.

Given the city's exposure to natural and human-induced hazards, continuous activation and operational readiness of the EOC are necessary to minimize loss of life, prevent injuries, and reduce damage to property and critical infrastructure. This project will support the sustained operation of the EOC through personnel mobilization, logistical support, communication, monitoring, and coordination activities throughout the year 2026.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement Supply and Delivery of Meals to be served for the Partial/Full Activation of Emergency Operation Center for 2026 in the City of San Fernando, Pampanga subject to Ordering Agreement, is included in the PPMP Code 2026-230 in the amount of FOUR HUNDRED SIXTY FOUR THOUSAND PESOS (P 464,000.00).

III. OBJECTIVES

- To ensure a fully operational and responsive Emergency Operations Center capable of effectively coordinating disaster preparedness, response, and early recovery activities in the City of San Fernando for CY 2026.

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
1000	pax	Lunch MF12-AB3	20 days after issuance of DOC)	CDRRMO, Multipurpose Building, Civic Center, Brgy. San Isidro, CSFP
600	pax	Dinner MF2-AB3		

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 issuance of DOC.
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.