



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 Pantry Supplies to be used at the City Information Office for 1st Semester of 2026 in the City of San Fernando, Pampanga**

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

Company Name _____ Date : **Apr 7, 2026**

PR No. : **2026-04-00543**

Address _____

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, April 14, 2026 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Lorraine Kate M. Escoto
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
1	4	btl(s)	Spread chocolate 900g			
2	58	pack(s)	Biscuits round and rectangular sweet,salty & plain			
3	25	pack(s)	COFFEE 160GRAMS			
4	20	pack(s)	Coffee 40g x 10 3in 1			
5	30	pc(s)	Coffee Creamer 400g			
6	22	pack(s)	Candies assorted			
7	350	pack(s)	Tissue pulls 3 in a pack			
8	5	pack(s)	Paper plate			
9	5	pack(s)	Paper cups			
10	5	pack(s)	Powdered Milk			
11	25	pack(s)	Choco malt			
12	10	pack(s)	Plastic Spoon			
13	10	pack(s)	Plastic Fork			
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

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Project Location: **City of San Fernando, Pampanga**

RATIONALE

The City Information Office's mandate is to provide relevant, adequate, and timely information among constituents regarding plans, programs, and activities of the City Government, through the creation of several materials such as press and photo releases, infomercials, posters and tarpaulins, streamers, infographics, newsletters, and media conferences, among others.

This is being achieved through the utilization of several channels such as social media, television, radio, print, and events, in partnership with different institutions in the local and national setting.

As the lead agency in the City Government for the realization of the said matter, the CIO also aims to further equip the Fernandinos with necessary tools so that they will be able to engage with the office when it comes to exchanging ideas and conveying recommendations for the betterment of the CIO duties and functions.

OBJECTIVES

- To continuously perform the mandates of the office of facilitating the production and publication of information, education, and communication (IEC) materials of the city.
- To promote uniformity and consistency on all the IEC materials of the city.
- To familiarize all Fernandinos with all the programs, projects, and activities of the City
- To adapt to the ethics and current trends of multi-media production.

Budgetary Requirements:

The Approved Budget for the **Supply and Delivery of Pantry Supplies to be used at the City Information Office for 1st Semester of 2026 in the City of San Fernando, Pampanga** is included in the PPMP with Reference Number **2025-1834** and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **P77,790.00** amount in figure or **seventy seven thousand seven hundred ninety pesos amount in words**.

Minimum Requirement for the Supplier

1. The Supplier must ensure the specifications and schedule of requirements indicated in the Purchase Order.

A. The Supplier must ensure the following details:

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PARTICULARS	UOM	QUANTITY
Plastic Fork	pack(s)	10
Plastic Spoon	pack(s)	10
Choco malt	pack(s)	25
Powdered Milk	pack(s)	5
Paper cups	pack(s)	5
Paper plate	pack(s)	5
Tissue pulls 3 in a pack	pack(s)	350
Candies assorted	pack(s)	22
Coffee Creamer 400g	pc(s)	30
Coffee 40g x 10 3in 1	pack(s)	20
Coffee 160GRAMS	pack(s)	25
Biscuits round and rectangular sweet,salty & plain	pack(s)	58
Spread chocolate 900g	btl(s)	4

2. The supplier must be open for any changes and cancellation of orders for the unforeseen circumstances.
3. The supplier must be compliant with the IATF Health and Safety Protocols.
4. The Supplier must follow the procurement, delivery and inspection procedure set by the City Government of San Fernando, Pampanga for procured good and services.

Deliverables by the Supplier and City Government

The deliverables of the supplier shall be as follows:

- a. Provide the quantity of the **pantry supplies** for the setup being required by the project/ program; and
- b. Strictly follow the specifications 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 i.e., 15 days after delivery regardless if the delivery is per month or Ordering Agreement.
- b. End- user shall monitor the delivery and completeness of requirements and documents to avoid delays.
- 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.

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- 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:



Lydia Aiza M. Figueroa

Procurement Officer

Noted by:



Reymundo M. Hipolito, Jr.

Executive Assistant IV

Conforme:

Signature Above 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.