



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 Regular Sessions of SP members for 2nd Quarter of 2026 in the City of San Fernando, Pampanga**  
Location of the Project : **Office of the Sangguniang Panlungsod**

Company Name

Date : **Apr 7, 2026**

PR No. : **2026-04-00548**

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:

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
1	85	set(s)	BB4- Beef Kaldareta w/ Cheese Topping Chicken Galantina w/ Yellow Sauce Relyenong Bangus Rice Banana Drinks			
2	85	set(s)	BB3- Lengua Alexander Chicken Terriyaki Stir Fried Vegetables and Mongo Sprouts Shrimp Tempura w/ Sweet and Sour Sauce Rice Banana Drinks			
3	85	set(s)	BA6- Pork Ribs BBQ Steamed Rice Buttered Vegetables Garlic Chicken Dessert Drinks			
4	85	set(s)	BA5- Steamed Rice Pork Sisig Fried Tilapia w/ buro, talong, okra, ampalaya and mustasa Chicken Asado Dessert Drinks			
5	85	set(s)	BA1- Steamed rice Roast Beef Chicken Terriyaki Fish Fillet w/ Creamy White Sauce Dessert Drinks			
6	85	set(s)	Pork Sisig Fried Tilapia w/ buro, talong, okra, ampalaya and			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			mustasa Chicken Asado Dessert Drinks			
7	85	set(s)	BA6- Pork Ribs BBQ Steamed Rice Buttered Vegetables Garlic Chicken Dessert Drinks			
8	85	set(s)	BA5- Steamed Rice Pork Sisig Fried Tilapia w/ buro, talong, okra, ampalaya and mustasa Chicken Asado Dessert Drinks			
9	47	set(s)	BA6- Pork Ribs BBQ Steamed Rice Buttered Vegetables Garlic Chicken Dessert Drinks			
<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 REFERENCE**

### **Supply and Delivery of Meals to be served for the Regular Sessions of SP members for 2<sup>ND</sup> Quarter of 2026 in the City of San Fernando, Pampanga**

#### **BACKGROUND**

Pursuant to the Republic Act No. 7160 otherwise known as the Local Government Code of 1991 particularly Chapter 3 Section 48, Local legislative power shall be exercised by the Sangguniang Panlalawigan for the province; the Sangguniang Panlungsod for the city; the Sangguniang bayan for the municipality; and the Sangguniang Barangay for the Barangay

Further, Section 458 (a) of the Code provides that the Sangguniang Panlungsod, as the legislative body of the city, shall enact ordinances, approve resolutions and appropriate funds for the general welfare of the city and its inhabitants pursuant to section 16 of the Code and in the proper exercise of the corporate powers of the city as provided for under section 22 of the Code, and shall: (1) Approve ordinances and pass resolutions necessary for an efficient and effective city government, among others.

The Sangguniang Panlungsod (SP) of the City of San Fernando, Pampanga regularly conducts legislative sessions to deliberate on ordinances, resolutions, and other matters essential to effective local governance. These Regular Sessions often extend for several hours and require the continuous presence and active participation of SP Members and authorized staff.

To support the efficient conduct of the Regular Sessions for the 2<sup>ND</sup> Quarter of 2026, there is a need to provide meals to SP Members during session days. The provision of meals helps ensure the well-being, focus, and productivity of the participants, thereby contributing to orderly, uninterrupted, and effective legislative proceedings.

In view of this, the Supply and Delivery of Meals is being undertaken to ensure timely, hygienic, and quality food service during Regular Sessions of the Sangguniang Panlungsod for the said period, in accordance with government procurement rules and applicable standards of food safety and service quality.

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

The Budgetary Requirement for the Supply and Delivery of Meals to be served for the Regular Sessions of SP members for 2<sup>ND</sup> Quarter of 2026 in the City of San Fernando, Pampanga is included in the PPMP with the Ref. No. 2026-1459 and is already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of THREE HUNDRED NINETY NINE THOUSAND EIGHT HUNDRED FIFTY PESO (PhP 399,850.00)

### III. OBJECTIVES

The Supply and Delivery of Meals to be served for the Regular Sessions of the Sangguniang Panlungsod (SP) Members for the 2<sup>ND</sup> Quarter of 2026 aims to achieve the following objectives:

1. To ensure the well-being and productivity of SP Members by providing timely and nutritious meals during Regular Session days.
2. To support the smooth and uninterrupted conduct of legislative sessions by minimizing the need for session breaks due to meal concerns.
3. To provide safe, hygienic, and quality meals that comply with food safety standards and government regulations.
4. To ensure efficient and timely delivery of meals aligned with the official schedule of Regular Sessions of the Sangguniang Panlungsod.
5. To promote operational efficiency in legislative activities by addressing the logistical needs of SP Members during extended session hours.
6. To uphold transparency and accountability through the proper procurement and delivery of meal services in accordance with applicable procurement laws and guidelines.
- 7.

### 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
8 727	pax	Meals (A.M. Snacks- LunchP.M Snacks) Drinks	20 Days Upon Issuance P.O and NTP	Legislative Building Heroes Hall CSFP

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.

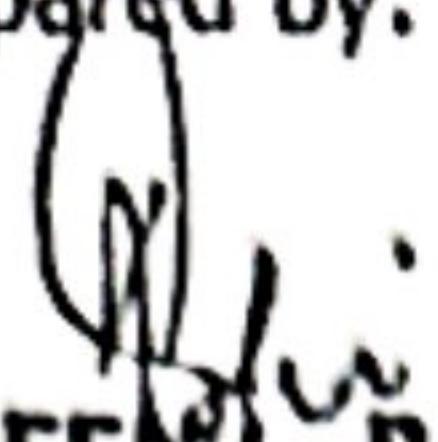
**a. Delivery/Implementation period**

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

Prepared by:

  
**AIREEN L. BALINGIT**  
Supplies and Property officer/ Procurement

Approved by:

  
**Hon. AURELIO BRENZ P. GONZALES**  
Admin Officer IV-End-User

<b>CONFORME:</b>
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.*