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 Final Budget Deliberation of Annual Executive Budget for the year 2027 with Local Finance Committee and Local Chief Executive in the City of San Fernando, Pampanga**

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

Company Name

Address

Date : **Apr 27, 2026**

PR No. : **2026-04-00679**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, May 4, 2026 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Orlando E. Samson

Approved by:

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	25	pax	AM Snacks MB9 1 Cup Arroz Caldo with Turon			
2	25	pax	AB2 250ml Minute Maid			
3	25	pax	Lunch BD1 Roast Beef with Mashed Potato in Mushroom Sauce Chicken Galantine with Cocktail Dressing Grilled Baby Back Ribs in Pineapple Bbq Sauce Fish Fillet in Thai Sauce Buttered Vegetables Steamed Pandan Rice Buko Fruit Salad/Fresh Fruits Lemon Iced Tea			
4	25	pax	PM Snacks MC7 Baked Mac with Chicken Sandwich			
5	25	pax	AB4 300ml Coke Mismo			

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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
6	25	pax	AM Snack MC5 1 Cup Carbonnara with Clubhouse Sandwich			
7	25	pax	AB3 330ml Mineral Water			
8	25	pax	Lunch BC3 Beef with Youngcorn and Bamboo Shoots Chicken BBQ Fish Fillet in Tartar Sauce Vegetable Garden Salad Breaded Pork/Tonkatsu Pandan Rice Almond Jelly with Lychee Lemon Iced Tea			
9	25	pax	PM Snacks MC6 1 Cup Spaghetti with Cheese burger			
10	25	pax	AB3 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 **FINAL BUDGET DELIBERATION OF ANNUAL EXECUTIVE BUDGET FOR THE YEAR 2027 WITH LOCAL FINANCE COMMITTEE, AND LOCAL CHIEF EXECUTIVE** AT CITY OF SAN FERNANDO, PAMPANGA.

I.BACKGROUND

Pursuant to R.A. No. 7160 otherwise known as the Local Government Code of 1991 particularly Section 444(b)(1) provides that the Chief Executive shall exercise general supervision and control over all programs, projects, services, and activities of the local government.

As part of Budget Preparation Activities, **the Deliberation of Annual Executive Budget 2027 is imperative**. This will help in maximizing the City's resources to bring the best economic, social and health services to the Fernandinos thru projects, programs and activities corresponding to their needs.

Accordingly, included in the functions as the secretariat of the Committee is the preparation of meals to be served during the **Budget Deliberation**.

II.BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Meals to be served during the conduct of **Budget Deliberation for the year 2027** at, City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2026-1079 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **SIXTY THOUSAND FIVE HUNDRED SIXTY-TWO PESOS AND FIFTY CENTAVOS (P 60,562.50)**

III.OBJECTIVES

The objectives of the Supply and Delivery of Meals with venue to be served during the conduct **of Budget Deliberation** for the Year 2027 , in the City of San Fernando, Pampanga are as follows:

1. To ensure that meals are served during the meeting considering that it is a policy of the City Government that provision of meals is allowed if the duration of the meeting is more than four (4) hours; and

2. To ensure the continuous efficiency and active participation of the Committee.

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		Delivery Date	Location
25	pax	**Day 1 AM Snacks** Cup Arroz Caldo with Turon 250ml Minute Maid	**August 4, 2026** **9:00AM**	**Satellite Office, Heroes Hall, City of San Fernando, Pampanga**
25	pax	**Lunch** Roast Beef with Mashed Potato in Mushroom Sauce Chicken Galantine with Cocktail Dressing Grilled Baby Back Ribs in Pineapple Bbq Sauce Fish Fillet in Thai Sauce Buttered Vegetables Steamed Pandan Rice Buko Fruit Salad/Fresh Fruits Lemon Iced Tea	**11:00AM**	

25	**pax**	**P.M. Snacks** Baked Mac with Chicken Sandwich 300ml Coke Mismo	**2:00PM**	
25	pax	**Day 2 AM Snacks** Cup Carbonnara with Clubhouse Sandwich 330ml Mineral Water	**August 5, 2026** **9:00AM**	**Satellite Office, Heroes Hall, City of San Fernando, Pampanga**
25	pax	**Lunch** Beef with Youngcorn and Bamboo Shoots Chicken BBQ Fish Fillet in Tartar Sauce Vegetable Garden Salad Breaded Pork/Tonkatsu Pandan Rice Almond Jelly with Lychee Lemon Iced Tea	**11:00AM**	
25	pax	**PM Snacks** Cup Spaghetti with Cheese Burger 330ml Mineral Water	**2:00PM**	

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. 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 August 4, 2026 AM Snacks 9:00 AM, Lunch 11:00 AM, and PM Snacks 2:00 PM

The Delivery Period shall be on August 5, 2026 AM Snacks 9:00 AM, Lunch 11:00 AM, and PM Snacks 2:00 PM

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 Payable.

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.

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 of 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:

NICOLE BIANCA F. AQUINO
Procurement Officer

Approved by:

RIZZEL Y. MANGILIT
City Budget Officer

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.*