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 International Disability Day 2026 in the City of San Fernando, Pampanga**

Location of the Project : **City Social Welfare and Development Office**

Company Name

Address

Date : **Apr 27, 2026**

PR No. : **2026-04-00680**

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:

Camille C. Mendiola
Administrative Assistant II

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	300	pc(s)	Dinner Buffet Set BB1 Beef w/Brocolli Tropical Chicken w/ Mashed Potato Toppings Fish Fillet in Sazechuan Sauce Rice Banana Drinks			
				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 INTERNATIONAL DISABILITY DAY 2026 IN THE CITY OF SAN FERNANDO, PAMPANGA

I.BACKGROUND

The City Government through the City Social Welfare and Development Office (CSWDO) and Persons with Disabilities Affairs Office (PDAO) recognizes the role and contribution of Persons with Disabilities in our society; in doing so, special programs and activities are designed to maximize their full potential and make them productive participants in nation building. Republic Act No. 7277 otherwise known as the "Magna Carta for Disabled Persons" is an Act providing for the rehabilitation, self-development and self-reliance of Persons with Disabilities (PWDs).

Republic Act 7277 or the Magna Carta for Disabled Persons is an Act providing for the rehabilitation, self-development and self-reliance of Persons with Disability and their integration into the mainstream of society and for other purposes. Pursuant to Section 1 of RA No. 10070, amending Section 40 of RA No. 7277, Local Government Units and National Agencies shall have the following roles, namely: Local government unit shall promote the establishment of organizations of persons with disabilities (PWDs) in their respective territorial jurisdictions. National agencies and Local Government Units may enter into joint ventures with organizations and associations of PWDs to explore livelihood opportunities and other undertakings that shall enhance health, physical fitness and economic and social well-being of PWDs.

II.BUDGETARY REQUIREMENT

The budgetary requirement for supply and delivery of meals to be served for the international disability day 2026 in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. **2026-1994** and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **ONE HUNDRED SIXTY-FIVE THOUSAND PESOS** (Php 165,000.00).

III.OBJECTIVES

The general objective of the project is to facilitate the annual celebration of International Disability Day. The importance of the celebration is provided to all registered PWDs from the City of San Fernando, who hampered to function normally because of physical limitation of PWDs.

IV.TERMS AND CONDITIONS

During the procurement process and delivery/ implementation of the contract thru ordering agreement schedule, the end- user and the supplier/ contractor shall:

a. Specifications/ Schedule of Requirements

Qty.	Unit	ItemDescription/ Specifications	Delivery Date	Location
300	set(s)	Dinner Buffet Set BB1 Beef w/Brocolli Tropical Chicken w/ Mashed Potato Toppings Fish Fillet in Sazechuan Sauce Rice Banana Drinks	December 2026	Mini Convention Heroes Hall, City of San Fernando, Pampanga

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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 transaction 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 to supply the requirements upon issuance of DOC.

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)/ Delivery Order Contract (DOC), No Delivery" Policy and comply with the delivery period.

2. The Delivery Period shall be from November to December 2026, and the contract shall end by the end of December 2026. By the end of the contract, the end- user can no longer prepare Order List and no DOC will be issued for the purpose.

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.

d. Inspection and Acceptance

1. The CGSO- PSMD shall inspect and accept the delivery.

2. The supplier/contractor shall present the PO and issue Sales Invoice.

3. The CGSO- PSMD shall prepare the corresponding Inspection and Acceptance Report/s.

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

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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 the delivery.

b. End- user shall monitor the delivery.

c. The Procurement Officer shall assist in the monitoring and on- time payment of the supplier/ contractor.

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:

EZEKIEL A. VILLENA
Social Welfare Officer 1

Approved by:

CANNETH C, MANGALUS
Acting CSWD Officer/ End- user

CONFORME:

_____
Signature over Printed Name

_____
Date

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