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 during the Pinning and Candle Lighting Ceremony for 4th Pre-Service Teachers (Education Student Development Programs) of the City College of San Fernando Pampanga**

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

_____
Company Name

_____
Address

Date : **Apr 29, 2026**

PR No. : **2026-04-00694**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Wednesday, May 6, 2026 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Jannelle T. Vicencio
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	250	pax	PM Snacks Set MC1 1 cup Pancit Palabok with Chicken Sandwich Set AB4 300ml Coke Mismo			
				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 DURING THE PINNING AND LIGHTING CEREMONY FOR 4TH PRE-SERVICE TEACHERS (EDUCATION STUDENT DEVELOPMENT PROGRAMS) OF THE CITY COLLEGE OF SAN FERNANDO PAMPANGA

I.BACKGROUND

The pinning and candle lighting ceremony is significant for pre-service teachers as it represents a pivotal moment in their journey to becoming professional educators. This time-honored tradition, celebrated by teacher education institutions, symbolizes the initiation of pre-service teachers into the actual teaching experience. Due to its rich symbolism, it denotes a critical milestone in their educational journey, often considered more meaningful than commencement exercises. In 2018, the CCSFP held its first Pinning Ceremony for the last batch of pre-service teachers under the old education curriculum. Despite the challenges posed by the COVID-19 pandemic, virtual pinning ceremonies were conducted in 2020 and 2021, ensuring the continuity of this critical tradition. By 2022, the ceremony returned to an onsite event that reaffirmed its significance in the lives of pre-service teachers.

During the ceremony, fourth-year pre-service teachers receive Institute of Education pins, marking their official entry into the teaching profession. This special occasion is made even more meaningful as they are joined by their parents, who share in the pride and joy of their accomplishments. The pins symbolize their connection to the teaching profession and their dedication to shaping the minds of future generations. Additionally, the candle lighting ritual during the ceremony holds significance, representing the light of knowledge and the educators' role in guiding their students. This event not only honors pre-service teachers' achievements but inspires them as they begin their professional teaching careers.

II.BUDGETARY REQUIREMENT

The Budgetary Requirement for the **Supply and Delivery of Meals to be served during the Pinning and Candle Lighting Ceremony for 4th Pre-Service Teachers (Education Student Development Programs) of the City College of San Fernando Pampanga** is included in the **PPMP with Ref. No. 2026-461** and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **SIXTY-THREE THOUSAND ONE HUNDRED TWENTY-FIVE PESOS ONLY (Php 63,125.00).**

III.OBJECTIVES

The Objectives of the **Supply and Delivery of Meals to be served during the Pinning and Candle Lighting Ceremony for 4th Pre-Service Teachers (Education Student Development Programs) of the City College of San Fernando Pampanga** are as follows:

1. Recognize the teachers, pre-service teachers and their parents, and the whole CCSFP community for their support that contributed to the milestones of soon-to-be professional teachers; and
2. Provide motivation among pre-service teachers to continue to work hard for a brighter future, to do their very best in study, and to become models of excellence to their community.

IV.TERMS AND CONDITIONS

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

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a. Specifications/ Schedule of Requirements

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
250	pax	PM Snacks Set MC1 1 cup Pancit Palabok with Chicken Sandwich Set AB4 300ml Coke Mismo	July 2026	City College of San Fernando Pampanga

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 July 2026.
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

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The deliverables of the supplier/ contractor shall be as follows:

a. Provide the quantity of meals being required by the project/ program;
b. Provide the menu and of quality as requested by the end user; and
c. 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 if 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.

a. Evaluate the performance of the supplier/ contractor and in case there is a violation to the Contract/ Agreement, prepare a Verified Report.

Prepared by:

KIMBERLY G. MALLARI, PhD
Dean, Institute of Education

CONFORME:

_____
Signature over Printed Name

_____
Date

Approved by:

MS. AILEEN C. VILLANUEVA, MPA, MSSW, RSW
Acting College Administrator

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.*

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