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 Physical Exercises of the surrenderees in relation to the Barangay Drug Clearing Program for 2026 in the City of San Fernando, Pampanga subject to Ordering Agreement**

Location of the Project : **Philippine National Police**

_____
Company Name

_____
Address

Date : **May 14, 2026**

PR No. : **2026-05-00808**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Thursday, May 21, 2026 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Paolo Cesar E. Areola
Administrative Aide VI (Buyer 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	200	pax	Set MA10- AB4 --Pancit Canton with 2 pcs kutsinta, 300ml Coke mismo			
2	200	pax	Set MA15-AB3 -- Sotanghon with 2 pcs. Kutsinta ,330ml mineral water			
3	200	pax	Set MA15-AB3 -- Sotanghon with 2 pcs. Kutsinta ,330ml mineral water			
4	200	pax	Set MA10- AB4 --Pancit Canton with 2 pcs kutsinta, 300ml Coke mismo			
5	200	pax	Set MA15-AB3 -- Sotanghon with 2 pcs. Kutsinta ,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 DURING THE PHYSICAL EXERCISES IN CONNECTION WITH THE BARANGAY DRUG CLEARING PROGRAMS FOR 2026 IN THE CITY OF SAN FERNANDO, PAMPANGA SUBJECT TO ORDERING AGREEMENT

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.

Illegal drug use continues to threaten peace, public safety, and socio-economic development at the barangay level. In support of national anti-drug efforts and pursuant to the Drug Clearing Program guidelines issued by the Philippine Drug Enforcement Agency, fourteen (14) barangays aim to implement a comprehensive, community-based strategy to eliminate illegal drug activities and achieve Drug-Cleared Barangay status, while twenty-one (21) barangays have maintained their cleared status.

The Local Government Unit (LGU) has established the Bahay Pagbabago Reformation Program, which is set to be converted into Balay Silangan to cater to drug pushers. This includes individuals who have undergone the Community-Based Drug Rehabilitation Program (CBDRP) and have voluntarily signed an affidavit of undertaking, signifying their commitment to participate in the program once it is fully established.

In addition, continuous validation, monitoring, and evaluation mechanisms have been implemented to ensure that these individuals do not revert to illegal drug use or engage in the selling of prohibited substances. These measures aim to promote accountability, enforcement coordination, sustained rehabilitation, aftercare and successful reintegration into the community.

Furthermore, the city government has allotted funds for drug rehabilitation and treatment in accordance with **Section 51 of Republic Act No. 9165**, also known as the *Local Government Unit's Assistance* provision. This section mandates that *"Local Government Units shall appropriate a substantial portion of their respective annual budget to enhance the enforcement of this Act, giving priority to preventive or educational programs and the rehabilitation or treatment of drug dependents."*

In compliance with this mandate, the city government has allocated financial resources to support the effective implementation of the **Community-Based Drug Abuse Rehabilitation Program**, ensuring the delivery of necessary services. This initiative demonstrates the strong commitment of the local government to support the national

government's campaign against illegal drugs through sustained rehabilitation, prevention, and enforcement efforts.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Meals to be served during the Physical Exercises in connection with the Barangay Drug Clearing Program for 2026 in the City of San Fernando, Pampanga subject for Ordering Agreement is included in the PPMP with Ref. No. **2026-1865** and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **ONE HUNDRED SIXTY-TWO THOUSAND FIVE HUNDRED PESOS (P 162, 500.00)**.

III. OBJECTIVES

The objectives of the Supply and Delivery of Meals to be used in during the conduct of Physical Exercises in connection with the Barangay Drug Clearing Program for 2026 in the City of San Fernando, Pampanga subject to ordering agreement are as follows:

1. To ensure that meals are served during the session considering that it is a policy of the City Government that provision of meals is allowed if the duration of the session 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	Item Description/ Specifications	Delivery Date	Location
1000	Pax	Meals (AM Snacks)	June to December 2026 at 9:30 am.	Different Barangays of City 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 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 June to December 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.

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 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

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 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.
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:

PMSG/RICHMER M SANTOS
Procurement Officer

Approved by:

PLTCOL PEARL JOY C GOLLAYAN
Acting Chief of Police

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.*