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 Tokens to be given to the visitors and various Activities of the City Mayor's Office for the year of 2026 in the City of San Fernando, Pampanga subject to Ordering Agreement**

Location of the Project : **City Mayor's Office**

_____
Company Name

_____
Address

Date : **May 14, 2026**

PR No. : **2026-05-00815**

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:

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	600	pack(s)	Tokens -- Peanuts (1 bottle 330gms) -- Grape Juice 750ml -- Chicharon & Laman -- Grandas Sansrival -- Polvoron (1box/240gms) (10pcs/box) -- Tarts (1box 10pcs/box)			
				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

Project Title: **Supply and Delivery of Tokens to be given to the visitors and various Activities of the City Mayor's Office for the year of 2026 in the City of San Fernando, Pampanga subject to Ordering Agreement**

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

RATIONALE:

The City Government of San Fernando recognizes the role of executive office as center of development in the City in reference with their mandates stated in the Local Government Code of 1991. As they have the direct linkage to our constituents, the executive have the power and ability to empower sectoral and community's participation in the local governance. With this, the City believes on the great contribution of the executive office for faster delivery of basic services to fernandinos.

With the City's vision "By 2025, the City of San Fernando (P) will be a model city in social development where quality social services will be accessible to its citizens: economic opportunities available to its workforce in a healthy, safe and sustainable environment and where citizens value their rich cultural heritage; By, 2028, resiliency would have become their way of life while working to become a global smart city by 2031", the executive share the responsibility in the effective and efficient delivery of programs to our constituents.

OBJECTIVES:

- To strengthen the partnership and be partners in the continuous sustainable development of the city through various projects and programs.

Budgetary Requirements:

The Approved Budget for the **Supply and Delivery of Tokens to be given to the visitors and various Activities of the City Mayor's Office for the year of 2026 in the City of San Fernando, Pampanga subject to Ordering Agreement** at the City of San Fernando, Pampanga is included in the PPMP with Reference Number 2026-2139 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of P720,000.00 amount in figure or Seven Hundred Twenty Thousand Pesos amount in words.

Minimum Requirement for the Supplier

1. The Supplier must ensure the specifications and schedule of requirements indicated in the Purchase Order.

2. The concerned office thru the Designated Procurement Officer will inform the supplier for the whole details of the delivery at least 1 – 2 days before the event to provide the order as per approved Delivery Order Contract and Order List.

3. The supplier must be open for any changes and cancellation of orders for the unforeseen circumstances.

4. The supplier must be compliant with the IATF Health and Safety Protocols.

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5. The Supplier must follow the procurement, delivery and inspection procedure set by the City Government of San Fernando, Pampanga for procured good and services.

Deliverables by the Supplier and City Government

The deliverables of the supplier shall be as follows:

a. Provide the quantity of tokens 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 i.e., 15 days after delivery regardless if the delivery is per month or Ordering Agreement.

b. End- user shall monitor the delivery and completeness of requirements and documents to avoid delays.

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:

Walter C. Navarro
Procurement Officer

Noted by:

REYMUNDO M. HIPOLITO JR.
Chief of Staff

Conforme:

_____
Signature Above 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.