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 Training-Orientation for the Human Rights Focal Persons (HRFPs) of the various Offices/Departments in the City Government of San Fernando, Pampanga**

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

_____
Company Name

_____
Address

Date : **Jun 2, 2026**

PR No. : **2026-06-00880**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, June 9, 2026 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Jeffrey Ross M. Navarro
Administrative Assistant III (Buyer III)

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
23 JUNE 2026 - AM SNACKS						
1	52	pax	MC2 1 cup Pancit Bihon with cheesy ensaymada			
2	52	btl(s)	AB3 330ml Mineral Water			
23 JUNE 2026 - LUNCH						
3	52	pax	MF5 Pork Caldereta 1 stick Pork bbq Banana/Pastries 1 cup rice Mineral Water			
4	52	btl(s)	AB3 330ml Mineral Water			
23 JUNE 2026 - PM SNACKS						
5	52	pax	1 cup Carbonara with garlic bread			
6	52	btl(s)	AB3 330ml Mineral Water			
24 JUNE 2026 - AM SNACKS						
7	52	pax	MB8 1 cup Goto with tokwa’t baboy			
8	52	btl(s)	AB3 330ml Mineral Water			
24 JUNE 2026 - LUNCH						
9	52	pax	MF2 Pork kare-kare			

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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			1 pc Fried Chicken Banana/pastries 1 cup rice			
10	52	btl(s)	AB3 330ml Mineral Water			
24 JUNE 2026 - PM SNACKS						
11	52	pax	MC1 1 cup Pancit Palabok with chicken sandwich			
12	52	btl(s)	AB3 330ml Mineral Water			
25 JUNE 2026 - AM SNACKS						
13	52	pax	MC5 1 Pancit Canton w/ ½ size clubhouse sandwich			
14	52	btl(s)	AB3 330ml Mineral Water			
25 JUNE 2026 - LUNCH						
15	52	pax	MC7 Pork Bistig Garlic Chicken Banana/pastries 1 cup rice			
16	52	btl(s)	AB3 330ml Mineral Water			
25 JUNE 2026 - PM SNACKS						
17	52	pax	MB7 1 cup Spaghetti with ham sandwich			
18	52	btl(s)	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 during the Training-Orientation for the Human Rights Focal Persons (HRFPs) of the various Offices/Departments in the City Government of San Fernando, Pampanga)

I. Background

By virtue of Executive Order No. 2025-002 dated 08 January 2025 issued by the City Mayor, Human Rights Focal Persons (HRFPs) were designated in each department/office in the City Government of San Fernando, Pampanga. The same is in line with the initiative of the City Government to further the promotion and protection of human rights in the locality through mainstreaming and integration of human rights-based approach in the local service delivery and governance.

Human Rights Focal Persons (HRFPs) play a crucial role in ensuring that all offices/departments in the City Government operate in a human rights-based manner. They shall serve as one of the key personnel that will work closely with the Human Rights Action Team (HRAcT) in addressing human rights violations complaints transpiring in the locality and in the workplace.

On a similar note, HRFPs shall also undergo capacitation for the purpose of being familiar with the duties and responsibilities inherent to their designation, the essence of the Human Rights Action Center and the Rule of Law (HRAC and RoL), among others. While HRAC serves as an Access to Justice Network (AJN), the HRAcT, in collaboration with HRFPs shall act as the facilitators to ensure the continuous implementation of projects that cater the needs of the most marginalized, vulnerable and disadvantaged sectors in the community.

In line with our commitment to become a full-fledged human rights city, it is imperative to mobilize human rights advocates not just in the grassroots level, but in the local government units as well who are tasked to implement social protection programs to the public. Considering that local government units are at the forefront of promoting human rights in the community, it is with great importance to ensure that programs/projects/activities (PPAs) implemented in the city are imbibed with fundamental rights elements.

II. Budgetary Requirement

The Budgetary Requirement for the Supply and Delivery of Meals to be served during the Training-Orientation for the Human Rights Focal Persons (HRFPs) of the various Offices/Departments in the City Government of San Fernando, Pampanga is included in the PPMP with Ref. No. 2026-2033 and already included in the Annual Procurement Plan (APP) of the City Government, which is the amount of **One Hundred Twenty-Four Thousand Twenty Pesos (Php 124,020.00)**.

III. Objectives

The Human Rights Action Center proposed the conduct of the Training-Orientation for the Human Rights Focal Persons (HRFPs) in each Office/Department of the City Government of San Fernando, Pampanga for them to be familiar with their duties and responsibilities in the workplace and in the community.

To add, the activity also aims to gain better knowledge on the duties and functions of the Human Rights Action Team (HRAcT) which will be working closely with the HRFPs in the promotion and protection of human rights in the locality.

The objective of the Supply and Delivery of Meals to be served during the Training-Orientation for the Human Rights Focal Persons (HRFPs) in each office/department of the City Government of San Fernando, Pampanga are as follows:

1. To ensure that meals are served during the activity 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 efficiency and active participation of guests/participants in the Capacity Building for the Human Rights Action Team of the City of San Fernando, Pampanga.

IV. Terms and Conditions

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

a. Specifications/Schedule of Requirements

June 23, 2026 (Day 1)				
Breakfast/AM Snacks				
Qty.	**Unit**	**Item Description/ Specifications**	**Delivery Date**	**Location**
52	pax	1 cup Pancit Bihon with cheesy ensaymada	June 23, 2026 at 8:00 a.m.	Youth Recreational Hub, City Civic Center, San Isidro, CSFP
52	bottles	Mineral Water	June 23, 2026 at 8:00 a.m.	
Lunch				
52	pax	Pork Caldereta 1 stick Pork bbq Banana/Pastries 1 cup rice	June 23, 2026 at 11:30 a.m.	Youth Recreational Hub, City Civic

52	bottles	Mineral Water	June 23, 2026 at 11:30 a.m.	Center, San Isidro, CSFP
PM Snacks				
52	pax	1 cup Carbonara with garlic bread	June 23, 2026 at 2:30 p.m.	Youth Recreational Hub, City Civic Center, San Isidro, CSFP
52	bottles	Mineral Water	June 23, 2026 at 2:30 p.m.	

June 24, 2026 (Day 2)				
Breakfast/AM Snacks				
Qty.	**Unit**	**Item Description/ Specifications**	**Delivery Date**	**Location**
52	pax	1 cup Goto with tokwa't baboy	June 24, 2026 at 8:00 a.m.	Youth Recreational Hub, City Civic Center, San Isidro, CSFP
52	bottles	Mineral Water	June 24, 2026 at 8:00 a.m.	
Lunch				
52	pax	Pork kare-kare 1 pc Fried Chicken Banana/pastries 1 cup rice	June 24, 2026 at 8:00 a.m.	Youth Recreational Hub, City Civic Center, San Isidro, CSFP
52	bottles	Mineral Water	June 24, 2026 at 8:00 a.m.	
PM Snacks				
52	pax	1 cup Pancit Palabok with chicken sandwich	June 24, 2026 at 2:30 p.m.	Youth Recreational Hub, City Civic Center, San Isidro, CSFP
52	bottles	Mineral Water	June 24, 2026 at 2:30 p.m.	

June 25, 2026 (Day 3)				
Breakfast/AM Snacks				
Qty.	**Unit**	**Item Description/ Specifications**	**Delivery Date**	**Location**
52	pax	1 Pancit Canton w/ ½ size clubhouse sandwich	June 25, 2026 at 8:00 a.m.	Youth Recreational Hub, City Civic Center, San Isidro, CSFP
52	bottles	Mineral Water	June 25, 2026 at 8:00 a.m.	
Lunch				
52	pax	Pork Bistig Garlic Chicken Banana/pastries	June 25, 2026 at 11:30 a.m.	Youth Recreational Hub, City Civic

		1 cup rice		Center, San Isidro, CSFP
52	bottles	Mineral Water	June 25, 2026 at 11:30 a.m.	
52	pax	1 cup Spaghetti with ham sandwich	June 25, 2026 at 2:30 p.m.	Youth Recreational Hub, City Civic Center, San Isidro, CSFP
52	bottles	Mineral Water	June 25, 2026 at 2:30 p.m.	

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 23, 2026 at 8:00 a.m. for breakfast; 11:30 a.m. for lunch; 2:30 p.m. for PM snack
June 24, 2026 at 8:00 a.m. for breakfast; 11:30 a.m. for lunch; 2:30 p.m. for PM snack
June 25, 2026 at 8:00 a.m. for breakfast; 11:30 a.m. for lunch; 2:30 p.m. for PM snack

3. During the delivery, strictly follow the provisions enumerated in the Terms and Conditions 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 concern 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-PMD 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 violation to the Contract/Agreement, prepare a Verified Report.

Submitted by:

CHAF NICOLE A. CASTRO
End-User

Approved by:

ATTY. KRISTANNICO S. ABAD
City Legal Officer

CONFORME:
Signature over printed name
Date