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 Water and Oil Proof Apron to be given to the participants of the Food and Water Sanitation Advocacy Program of the CHO-Environmental Health and Sanitation Division for 2026 in the City of San Fernando, Pampanga**

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

_____
Company Name

_____
Address

Date : **Jun 22, 2026**

PR No. : **2026-06-00998**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, June 29, 2026 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Jolina B. Vital

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	500	pc(s)	Water and Oil Proof Apron with CSFP Logo Specification: Size: 45*70*70cm Color: Black, Pink, Blue, Cream colored, Green Material: PVC Features: DURABLE FABRIC: The apron is made of polyester fabric with special process which is soft and delicate, It is machine washable, fade resistant ,shrink resistant and no harmful chemicals that you can use safely. DESIGN: The size of apron is 45*70*70 cm that is designed by professional apron designer according to ergonomics, and the size of waistband and hanging belt can be adjusted. Three adjustable buttons are designed on the apron neck belt to freely adjust the size you want. The unique waterproof and oil proof design and it has two 6.7 * 7.78 inch pockets for storing the tools you need when working. SUPER WIDE RANGE OF USES: The apron is suitable for families, businesses and professionals like outdoor BBQ, kitchen cooking, coffee, bakery, bar, restaurant,			
					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 WATER AND OIL PROOF APRON TO BE GIVEN TO THE PARTICIPANTS OF THE FOOD AND WATER SANITATION ADVOCACY PROGRAM OF THE CHO-ENVIRONMENTAL HEALTH AND SANITATION DIVISION FOR 2026 IN THE CITY OF SAN FERNANDO, PAMPANGA

I. BACKGROUND

In the Philippines, contaminated food and water are the most common causes of diarrhea; which remains one of the 10 leading causes of morbidity and mortality in the country.

The City of San Fernando, through its Environmental Health & Sanitation Division regularly conducts food safety training for food handlers from among the food service sectors. This initiative has contributed to the decrease in diarrheal cases within the city. One of the critical problems that arise from this is the intake of unsafe food. Hence, under the Food Safety Act of 2013 (Republic Act 10611), the City Health Office is conducting capacity-building activities that would improve the advocacy program to address food and waterborne diseases and to advocate for Safe Food for All by providing infographics, info materials will be available to the public.

Section 15, Article II of the 1987 Philippine Constitution declares that the State shall protect and promote the right to health of the people and instill health and consciousness among them. Furthermore, Section 9, Article XVI provides that the State shall protect consumers from trade malpractices and substandard or hazardous products. Towards these ends, the State shall maintain a farm-to-fork food safety regulatory system that ensures a high level of food safety, promotes fair trade, and advances the global competitiveness of Philippine food and food products.

The City Government's responsibility is to ensure the health and welfare of its constituents by carrying out the provisions of PD 856, Chapter III "Food Establishments" it rules and regulations for strict compliance of all concerned within the territorial jurisdiction of the City.

The World Health Organization (WHO) has identified school-based water, sanitation, and hygiene as a key strategy to fight the global spread of infectious diseases.

Schools should have a unified focus on improving WASH in schools because they have an opportunity like no other organization has, using the fact that their students are at the learning age about these essential principles they need to learn.

WASH advocacy in Schools provides safe drinking water, improves access to and maintenance of clean, gender-friendly, and inclusive sanitation facilities, and promotes hygienic behaviors and lifelong good health. WASH in Schools enhances the well-being of children and their families. Water, sanitation, and hygiene are all critical for good health. Schools should focus on improving WASH in schools to ensure that their students stay healthy.

To promote WASH in school a 1-hour interactive seminar for school children and Day Care Centers will be done for the months of June-December.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for SUPPLY AND DELIVERY OF WATER AND OIL PROOF APRON TO BE GIVEN TO THE PARTICIPANTS OF THE FOOD AND WATER SANITATION ADVOCACY PROGRAM OF THE CHO-ENVIRONMENTAL HEALTH AND SANITATION DIVISION FOR 2026 IN THE CITY OF SAN FERNANDO, PAMPANGA
. Is included in the PPMP with Ref. No. 2026-564 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of ONE HUNDRED THOUSAND PESOS (PHP 100,000.00).

III. OBJECTIVES

The objectives of the SUPPLY AND DELIVERY OF WATER AND OIL PROOF APRON TO BE GIVEN TO THE PARTICIPANTS OF THE FOOD AND WATER SANITATION ADVOCACY PROGRAM OF THE CHO-ENVIRONMENTAL HEALTH AND SANITATION DIVISION FOR 2026 IN THE CITY OF SAN FERNANDO, PAMPANGA
are as follows:

1. To implement the "Code of Sanitation of the Philippines" on proper handling of food.

2. To promote the health and welfare of the people by protecting them from the risks and hazards due to contamination of food served and/or handled.

IV. TERMS OF CONDITIONS

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

a. Specification/Schedule of Requirements

Qty	Unit	Items Description / Specification	Delivery Date	Location
500	PCS.	Water and Oil Proof Apron with CSFP Logo Specification: Size: 45*70*70cm Color: Black, Pink, Blue, Cream colored, Green Material: PVC Features: DURABLE FABRIC: The apron is made of polyester fabric with special process which is soft and delicate, It is machine washable, fade resistant ,shrink resistant and no harmful chemicals that you can use safely. DESIGN: The size of apron is 45*70*70 cm that is designed by professional apron designer according to ergonomics, and the size of waistband and hanging belt can be adjusted. Three adjustable buttons are designed on the apron neck belt to freely adjust the size you want. The unique waterproof and oil proof design and it has two 6.7 * 7.78 inch pockets for storing the tools you need when working. SUPER WIDE RANGE OF USES: The apron is suitable for families, businesses and professionals like outdoor BBQ, kitchen cooking, coffee, bakery, bar, restaurant,	20 Days upon Issuance of PO and NTP.	Central Storage, New Public Market, Brgy. Del Pilar, CSFP

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 process on time based on the procurement schedule including this TOR duly signed by the end-user and conformed by the supplier/provider.

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 ensuring 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 (RFG)/Bid since delivery is anticipated upon issuance of PO/Contract.

6. Comply with the provisions of the 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 the following dates:
   20 Days upon Issuance of PO and NTP.

3. During the delivery, strictly follow the provisions enumerated in the Terms and Conditions of the PO/Contract including the Delivery Schedule, and 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 items and to immediately notify the supplier/contractor in case of any concerns before the acceptance.

d. Inspection and Acceptance

1.The CGSO — PSMD shall inspect and accept the delivery provided that all the specifications/description of item requested are complied.
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 of 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 items being required by the projects/program; and

b. Strictly follow the specifications and timely provisions 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 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 and Submitted by:

DUNN PATRICK B. IMANA
Chief EHSD

Noted by:

ROWENA L. SALAS, MD, MHA
City Heath Officer II

CONFORME:

_____
Signature over 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 if the supplier/contractor