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 Voluntary Blood Donation Program of the City Health Office for 2nd Semester of 2026 in the City of San Fernando, Pampanga subject to Ordering Agreement**

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

_____
Company Name

_____
Address

Date : **Jul 1, 2026**

PR No. : **2026-06-01039**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Wednesday, July 8, 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
3rd Quarter						
1	100	pax	MA16 – AB4 Pancit Palabok with 1 Puto Pao 300ml Coke Mismo			
2	50	pax	MA1 – AB4 Pork Caldereta Mixed Vegetable Banana/pastries 1 cup Rice 300ml Coke Mismo			
4th Quarter						
3	100	pax	MA12 – AB4 Special Baked Mac with Garlic Bread 300ml Coke Mismo			
4	50	pax	ME5 – AB4 BBq Chicken Chopsuey Banana/pastries 1 cup Rice 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 for the Voluntary Blood Donation Program of the City Health Office for 2nd Semester of 2026 in the City of San Fernando, Pampanga subject to Ordering Agreement

I.BACKGROUND

The City of San Fernando, Pampanga issued Executive Order No. 20 in support of the Department of Health's National Voluntary Blood Services Program. This initiative aims to ensure that blood and its components are always available, accessible, affordable, and safe for all patients-particularly during the delivery of disaster response, relief, and welfare services to the most vulnerable sectors.

Guided by the city's Blood Program theme, "Dugo Mo, Karugtong ng Buhay Ko," the City Health Office seeks to collect sufficient blood donations to maintain a stable supply of safe and affordable blood. This goal is pursued through the active participation of the community in voluntary and non-profit blood donation activities.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the **Supply and Delivery of Meals to be served for the Voluntary Blood Donation Program of the City Health Office for 2nd Semester of 2026 in the City of San Fernando, Pampanga subject to Ordering Agreement** is included in the **PPMP with Ref. No. 2026-313** and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **FIFTY-SIX THOUSAND TWO HUNDRED FIFTY PESOS (P 56,250.00)**

III.OBJECTIVES

The objectives of the Supply and Delivery of Meals to be served for the Voluntary Blood Donation Program of the City Health Office for 2nd Semester of 2026 in the City of San Fernando, Pampanga subject to Ordering Agreement are as follows:

1. To collect sufficient unit of safe blood to meet the needs of patients in hospitals and health facilities.
2. To ensure availability of food to Blood Donors
3. To collect sufficient units of safe blood to meet the needs of patients in hospitals and health facilities.
4. To encourage individuals to donate blood voluntarily and regularly, fostering a culture of compassion and community service.
5. To educate the public about the importance of blood donation and its role in saving lives, particularly during emergencies and disasters.
6. To contribute to the goals of the Department of Health's National Voluntary Blood Services Program by ensuring the availability, accessibility, and safety of blood and its components.
7. To strengthen community participation and partnerships among local government units, private organizations, and civic groups in sustaining blood donation efforts.
8. To cultivate the values of altruism, social responsibility, and solidarity among citizens through acts of giving and volunteerism.

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
3rd Quarter				
100	Pax	MA16 – AB4 Pancit Palabok with 1 Puto Pao 300ml Coke Mismo	July to December 2026	Heroes Hall, CSFP
50	Pax	MA1 – AB4 Pork Caldereta Mixed Vegetable Banana/pastries 1 cup Rice 300ml Coke Mismo		

4th Quarter				
100	Pax	MA12 – AB4 Special Baked Mac with Garlic Bread 300ml Coke Mismo		
50	Pax	ME5 – AB4 BBq Chicken Chopsuey Banana/pastries 1 cup Rice 300ml Coke Mismo		

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 confirmed 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 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 **July 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 and submitted by:

CAMIR DIANNE R. AYSON, MD
Voluntary Blood Donation Program Manager

Noted by:

ROWENA L. SALAS, MD, MHA
City Health 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 of the supplier/ contractor*