



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 Technical and Scientific Equipment to be used at the City College of San Fernando, Pampanga**

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

Company Name

Date : **Jun 16, 2023**

PR No. : **2023-06-01361**

Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Friday, June 23, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

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


Atty. Jose Ender Y. Teodoro
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	4	pc(s)	BIOLOGY LABORATORY TABLE w/ SINK *Dimensions: 2840mm (L) x 1100mm (W) x 900mm (H) *with two (2) units 2-gang electric outlets (left and right side of table), 220V *Countertop: 16mm thick Phenolic Resin countertop (16mm thick, acid, heat, stain, scratch and chemical-resistant Phenolic resin surface) *Base Cabinets Breakdown: Type: High Pressure Laminate (“Post-formed”), -with Two (2) unit two swing door-cabinet with pull-out drawer and adjustable shelf in hand drab type handle -with one (1) unit one swing door cabinet with pull-out drawer and adjustable shelf in hand drab type handle -with one (1) unit acrylic peg board with polypropylene peg sticks *Sink: -two (2) units Epoxy-coated (white) gooseneck			



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			water faucet with level type handle -two (2) units epoxy resin undermount sink			
2	1	pc(s)	BIOLOGY DEMONSTRATION TABLE w/ sink *Dimensions: 1397mm (L) x 686mm (W) x 900mm (H) *Countertop: 16mm thick Phenolic Resin countertop (16mm thick, acid, heat, stain, scratch and chemical-resistant Phenolic resin surface) *Base Cabinets/Carcass: Type: High Pressure Laminate (“Post-formed”), -with one (1) unit two door swing cabinet with pull-out drawer and adjustable shelf in hand drab type handle *Sink: -one (1) units Epoxy-coated (white) gooseneck water faucet with level type handle -one (1) units epoxy resin undermount sink *with one (1) units 2-gang electric outlets, 220V			
3	1	pc(s)	CHEMISTRY DEMONSTRATION TABLE w/ sink and gas valves *Dimensions: 1397mm (L) x 686mm (W) x 900mm (H) *Countertop: 16mm thick Phenolic Resin countertop (16mm thick, acid, heat, stain, scratch and chemical-resistant Phenolic resin surface) *Base Cabinets/Carcass: Type: High Pressure Laminate (“Post-formed”) -with one (1) unit two door swing cabinet with pull-out drawer and adjustable shelf in hand drab type handle *Sink: -one (1) units Epoxy-coated (white) gooseneck water faucet with level type handle -one (1) units epoxy resin undermount sink *with one (1) units 2-gang electric outlets, 220V *with two (2) units gas valves/spicket			
4	4	pc(s)	CHEMISTRY LABORATORY TABLES w/ sink and gas valves			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			<p>*Dimensions: 2840mm (L) x 900mm (W) x 900mm (H) *with two (2) units 2-gang electrical outlets (left and right side of table), 220V</p> <p>*with two (2) units gas valves/spicket</p> <p>*Countertop: 16mm thick Phenolic Resin countertop (16mm thick, acid, heat, stain, scratch and chemical-resistant Phenolic resin surface)</p> <p>*Base Cabinets Breakdown: Type: High Pressure Laminate (“Post-formed”), -with Two (2) unit two swing door-cabinet with pull-out drawer and adjustable shelf in hand drab type handle -with one (1) unit one swing door cabinet with pull-out drawer and adjustable shelf in hand drab type handle -with one (1) unit acrylic peg board with polypropylene peg sticks</p> <p>*Sink: -two (2) units Epoxy-coated (white) gooseneck water faucet with level type handle -two (2) units epoxy resin undermount sink</p>			
5	1	unit(s)	<p>Combination Shower & Eyewash c/w ABS Plastic Bowl & Foot Pedal</p> <p>Specifications: Shower & Eyewash Bowl – 280mm (11”) bowl using chemical resistant ABS in bright yellow colour.</p> <p>Eyewash Assembly – Stainless steel with ABS spray heads assembly with twin, soft-flow emergency eyewash heads and instant flip-open protective dust cover. Also, the built-in automatic pressure compensating valve assures safe steady flow under varying water supply conditions. In addition, the spray heads also include a filter to protect users against particles from the water flow</p>			



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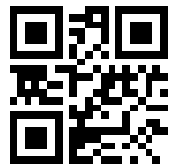
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			<p>which may be damaging to the eyes and face.</p> <p>Control Valve – The eyewash assembly is using a 316 stainless steel 1/2" IPS valve that stays open until manually closed. Other than that, this unit also has a large, highly visible stainless steel push-plate & foot pedal that operates the control valve. Meanwhile, for the shower assembly, this combination unit is using a 316 stainless steel 1" ball valve with the stainless steel pull rod.</p> <p>Pipe and Fitting – 1" IPS stainless steel pipe epoxy powder coated in bright yellow colour.</p> <p>Pedestal – 250mm (10") aluminium pedestal with 3 mounting holes for 9mm bolts. The pedestal is epoxy powder coated in bright yellow colour.</p> <p>Waste – 1" IPS tailpiece</p> <p>Water Supply – 1" IPS</p> <p>Signage – Drench Shower and Eyewash</p>			
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 TECHNICAL AND SCIENTIFIC EQUIPMENT TO BE USED AT THE CITY COLLEGE OF SAN FERNANDO PAMPANGA

I. BACKGROUND

Chemical spills are to be expected when doing laboratory work. Choosing the right laboratory furniture is of utmost importance to be able to avoid serious injuries, costly repairs and refurbishments in the future. In purchasing laboratory furniture, we must also be mindful of the right materials for the surfaces of each furniture because they not only have an impact on the quality of the work performed, but the right surface provides long-term use and the best return on investment. The laboratory table surface needs to be easy to clean and maintain, hygienic, chemical resistant, durable, and flexible. Phenolic resin meets these requirements and produces the ideal surface for laboratory furniture worktops. It resists extreme high and low temperatures, won't warp, or stain. It is moisture-proof, scratch resistant, and maintains its aesthetic appearance for a long time. Phenolic resin work surfaces also make an excellent choice in an environment where labs must perform experiments in a contamination-free environment.

Likewise, the presence of an emergency eyewash and shower on a laboratory is most necessary to provide on-the-spot decontamination and allow students to immediately flush away hazardous substances that can cause injury. They can also be used effectively in extinguishing clothing fires or for flushing contaminants off clothing. The first 10 to 15 seconds after exposure to a hazardous substance, especially a corrosive substance, are *critical and delaying treatment, even for a few seconds, may cause serious injury*. Emergency showers and eyewash stations are necessary backup to minimize the effects of accidental exposure to high-risk materials.

II. BUDGETARY REQUIREMENT

The budgetary requirement for the Supply and Delivery of Technical and Scientific Equipment to be used at the City College of San Fernando Pampanga is included in the PPMP with the Ref. No. 2023-396 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **FIVE HUNDRED THOUSAND PESOS (P 500,000)**.

III. OBJECTIVES

The objectives of the Supply and Delivery of Technical and Scientific Equipment to be used at the City College of San Fernando Pampanga are as follows:

1. To ensure prompt preparation of documents/pleadings requested by clients and/or concerned offices;
2. To ensure uninterrupted flow of school laboratory activities through the proper and safe installation of laboratory furniture and fixtures.

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
4	pcs	<p>BIOLOGY LABORATORY TABLE w/ SINK</p> <p>*Dimensions: 2840mm (L) x 1100mm (W) x 900mm (H)</p> <p>*with two (2) units 2-gang electric outlets (left and right side of table), 220V</p> <p>*Countertop: 16mm thick Phenolic Resin countertop (16mm thick, acid, heat, stain, scratch and chemical-resistant Phenolic resin surface)</p> <p>*Base Cabinets Breakdown: Type: High Pressure Laminate ("Post-formed"), -with Two (2) unit two swing door-cabinet with pull-out drawer and adjustable shelf in hand drab type handle -with one (1) unit one swing door cabinet with pull-out drawer and adjustable shelf in hand drab type handle -with one (1) unit acrylic peg board with polypropylene peg sticks</p> <p>*Sink: -two (2) units Epoxy-coated (white) gooseneck water faucet with level type handle -two (2) units epoxy resin undermount sink</p>	July to September, 2023	CGSO Central Storage - CSFP
1	pc	<p>BIOLOGY DEMONSTRATION TABLE w/ sink</p> <p>*Dimensions: 1397mm (L) x 686mm (W) x 900mm (H)</p> <p>*Countertop: 16mm thick Phenolic Resin countertop (16mm thick, acid, heat, stain, scratch and chemical-resistant Phenolic resin surface)</p> <p>*Base Cabinets/Carcass: Type: High Pressure Laminate ("Post-formed"), -with one (1) unit two door swing cabinet with pull-out drawer and adjustable shelf in hand drab type handle</p> <p>*Sink:</p>	July to September, 2023	CGSO Central Storage - CSFP

		<p>-one (1) units Epoxy-coated (white) gooseneck water faucet with level type handle</p> <p>-one (1) units epoxy resin undermount sink</p> <p>*with one (1) units 2-gang electric outlets, 220V</p>		
1	pc	<p>CHEMISTRY DEMONSTRATION TABLE w/ sink and gas valves</p> <p>*Dimensions: 1397mm (L) x 686mm (W) x 900mm (H)</p> <p>*Countertop: 16mm thick Phenolic Resin countertop (16mm thick, acid, heat, stain, scratch and chemical-resistant Phenolic resin surface)</p> <p>*Base Cabinets/Carcass: Type: High Pressure Laminate ("Post-formed")</p> <p>-with one (1) unit two door swing cabinet with pull-out drawer and adjustable shelf in hand drab type handle</p> <p>*Sink: -one (1) units Epoxy-coated (white) gooseneck water faucet with level type handle -one (1) units epoxy resin undermount sink *with one (1) units 2-gang electric outlets, 220V *with two (2) units gas valves/spicket</p>	July to September, 2023	CGSO Central Storage - CSFP
4	pcs	<p>CHEMISTRY LABORATORY TABLES w/ sink and gas valves</p> <p>*Dimensions: 2840mm (L) x 900mm (W) x 900mm (H)</p> <p>*with two (2) units 2-gang electrical outlets (left and right side of table), 220V</p> <p>*with two (2) units gas valves/spicket</p> <p>*Countertop: 16mm thick Phenolic Resin countertop (16mm thick, acid, heat, stain, scratch and chemical-resistant Phenolic resin surface)</p> <p>*Base Cabinets Breakdown:</p>	July to September, 2023	CGSO Central Storage - CSFP

		<p>Type: High Pressure Laminate ("Post-formed"),</p> <ul style="list-style-type: none"> -with Two (2) unit two swing door-cabinet with pull-out drawer and adjustable shelf in hand drab type handle -with one (1) unit one swing door cabinet with pull-out drawer and adjustable shelf in hand drab type handle -with one (1) unit acrylic peg board with polypropylene peg sticks <p>*Sink:</p> <ul style="list-style-type: none"> -two (2) units Epoxy-coated (white) gooseneck water faucet with level type handle -two (2) units epoxy resin undermount sink 		
1	unit	<p>Combination Shower & Eyewash c/w ABS Plastic Bowl & Foot Pedal</p> <p>Specifications:</p> <p>Shower & Eyewash Bowl – 280mm (11") bowl using chemical resistant ABS in bright yellow colour.</p> <p>Eyewash Assembly – Stainless steel with ABS spray heads assembly with twin, soft-flow emergency eyewash heads and instant flip-open protective dust cover. Also, the built-in automatic pressure compensating valve assures safe steady flow under varying water supply conditions. In addition, the spray heads also include a filter to protect users against particles from the water flow which may be damaging to the eyes and face.</p> <p>Control Valve – The eyewash assembly is using a 316 stainless steel 1/2" IPS valve that stays open until manually closed. Other than that, this unit also has a large, highly visible stainless steel push-plate & foot pedal that operates the control valve. Meanwhile, for the shower assembly, this combination unit is using a 316 stainless steel 1" ball valve with the stainless steel pull rod.</p> <p>Pipe and Fitting – 1" IPS stainless steel pipe epoxy powder coated in bright yellow colour.</p>	July to September, 2023	CGSO Central Storage - CSFP

	<p>Pedestal – 250mm (10") aluminium pedestal with 3 mounting holes for 9mm bolts. The pedestal is epoxy powder coated in bright yellow colour.</p> <p>Waste – 1" IPS tailpiece</p> <p>Water Supply – 1" IPS</p> <p>Signage – Drench Shower and Eyewash</p>		
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Additional Scope of Works and Specifications:

1. The supplier shall furnish all materials, equipment, tools, apparatus, appliances, accessories, transportation, labor and supervision required for the complete supply and installation of the laboratory furniture and fixture as called for in these specifications, ready for use.
 2. The supplier shall first examine the site and shall take into consideration all such conditions that may affect the delivery and installation of furniture and fixture.
 3. The Supplier shall coordinate his work with CGSO-PMD and End-user to ensure proper phasing or schedule of installation.
 4. Complete specifications with product sample shall be submitted by the Supplier to the CGSO-PMD and end-user for evaluation.
 5. After completion of all works, the Supplier shall promptly remove from the premises all rubbish, trash, debris, and all superfluous building materials and restore all areas that were damaged as affected by the installation and leave the site clean.
 6. Upon completion of the delivery and installation, the Supplier shall test out the faucets, gas valves and the drawers, sinks, electric outlets for any malfunctions and shall replace any faulty or defective parts.
 7. The Supplier shall conduct maintenance check-ups for the laboratory furniture and fixtures as need arises upon installation.
- 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 transaction 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 to supply the requirements upon issuance of DOC.
 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)/ Delivery Order Contract (DOC), No Delivery" Policy and comply with the delivery period.
2. The Delivery Period shall be from July to September 2023, and the contract shall end by the end of December 2023. By the end of the contract, the end- user can no longer prepare Order List and no DOC will be issued for the purpose.
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.

d. Inspection and Acceptance

1. The CGSO- PSMD shall inspect and accept the delivery.
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 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 exact quantity and specific type (or its equivalent) of furniture 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 the delivery.
- b. End- user shall monitor the delivery.
- c. The Procurement Officer shall assist in the monitoring and on- time payment of the supplier/ contractor.

- 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:


HAZEL ALUBO
Supplies Officer/End- user

Approved by:


ATTY. GLORIA J. VICTORIA-BAÑAS, CPA, DPA, CESO V
City College Administrator / President

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.