



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 Steel Filing Cabinets to be used at the City Social Welfare and Development Office in the City of San Fernando, Pampanga**  
Location of the Project : **City Social Welfare and Development Office**

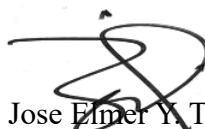
Company Name \_\_\_\_\_ Date : **Jun 8, 2023**  
PR No. : **2023-06-01322**  
Address \_\_\_\_\_

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Wednesday, June 14, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Lorraine Kate M. Escoto

  
Atty. Jose Elmer 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                    | 8   | pc(s) | Steel Filing Cabinet<br>4 layers<br>High Quality cold-rolled steel<br>With adjustable divider per each drawer<br>With lock and keys<br>Overall dimension: H42"xW18.5"xDepth28.5"                 |         |            |       |
| 2                    | 1   | pc(s) | Steel Filing Cabinet with Cash Vault<br>4 layers<br>High Quality cold-rolled steel<br>With adjustable divider per each drawer<br>With lock and keys<br>Overall dimension: H42"xW18.5"xDepth28.5" |         |            |       |
| <b>Total Amount:</b> |     |       |  |         |            |       |

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 STEEL FILING CABINETS TO BE USED AT THE CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE IN THE CITY OF SAN FERNANDO, PAMPANGA**

#### **I.BACKGROUND**

Pursuant to R.A. No. 7160 otherwise known as the Local Government Code of 1991 particularly Section 444(b)(1) provides that the Chief Executive shall exercise general supervision and control over all programs, projects, services, and activities of the local government.

In the City Government of San Fernando, Pampanga, the City Social Welfare and Development Office (CSWDO) through its two (2) divisions namely Administrative Division and Operation Division, is mandated by the law to carry out functions to provide Social Protection and Promotes the rights and welfare of the poor, vulnerable and the disadvantaged individual, family and community to contribute to poverty alleviation and empowerment through provision of basic social welfare services.

Meanwhile, the CSWDO has launched new facilities/satellite offices to cope and assist to the needs of its clientele. This aims to provide a quality and effective social service to different sectors such as: Children in Conflict with the law wherein these victims are temporarily sheltered at Bale Lingap Kayanakan (BLK) for appropriate interventions; Persons Who Uses Drugs (PWUDs) which are being catered and counselled as per Republic Act 9165 "Dangerous Drugs Act of 2022", under section 51 "Local Government Units, Assistance" states that: Local Government units shall appropriate a substantial portion of their respective annual budgets to assist in or enhance the enforcement of this Act giving priority to preventive or educational programs and the rehabilitation or treatment of drug dependents; Senior Citizen Center for easy access of elderly and to address their primary needs; and Evacuation Center for disaster preparedness. Hence, is proposing for the supply and delivery of Equipment/Supplies under the Capital Outlay.

#### **II.BUDGETARY REQUIREMENT**

The budgetary requirement for the Supply and Delivery of Steel Filing Cabinets to be used at the City Social Welfare and Development Office in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2023-2543 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **ONE HUNDRED FORTY THOUSAND PESOS (P140,000.00)**.

#### **III.OBJECTIVES**

The objectives of this Purchase Request are as follows:

1. To ensure the accessibility of equipment/supplies for the implementation of Office' programs and services;
2. To cope and assist with the needs of the clientele in terms of social service;

#### **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/<br>Specifications   | Delivery Date             | Location  |
|------|-------|---|---------------------------|---|
| 8    | Pc(s) | Steel Filing Cabinet<br>4 layers<br>High Quality cold-rolled steel<br>With adjustable divider per each drawer<br>With lock and keys<br>Overall dimension:<br>H42"xW18.5"xDepth28.5"                 | July-<br>December<br>2023 | Central Storage, New Public Market, Brgy. Del Pilar, CSFP |
| 1    | Pc(s) | Steel Filing Cabinet with Cash Vault<br>4 layers<br>High Quality cold-rolled steel<br>With adjustable divider per each drawer<br>With lock and keys<br>Overall dimension:<br>H42"xW18.5"xDepth28.5" |                           |   |

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-December 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 quantity of the Cabinets 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:

  
**SHANINE ROSS F. DELA CRUZ**  
Administrative Assistant II

Approved by:

  
**MARY ANN C. BILIWANG**  
Acting CSWD Officer/End-User

|           |                             |
|-----------|-----------------------------|
| 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.*