



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 Office Furniture to be used as replacement of existing unserviceable and dilapidated ones at the City Human Resource Management Office in the City of San Fernando, Pampanga**

Location of the Project : **City Human Resource Management Office**

Company Name

Address

Date : **Aug 16, 2023**

PR No. : **2023-06-01313**

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

Canvassed by: _____ Approved by: _____

Rachelle M. Pangilinan

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	25	pc(s)	Ergonomic Gaming Chair -High Back PU Gaming Chair -PP Back -Back Trim : ABS 3 -Carton Size : 82cm x 29cm x 59cm			
2	1	pc(s)	High-back bonded leather office chair : 70.3cm x 72cm x 115.5cm-12cm -Microfiber leather covered on the back and seat -PP arms -Butterfly seat plate -Lant 3 100mm gaslift -300mm Nylon base -Nylon castor			

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
3	23	pc(s)	Office Table Brown : 140x70x76 -System unit bin with heat ventilation -3 drawer with safety lock -Keyboard tray -Elevated table top -Grommet			
4	2	pc(s)	Executive Table w/ side drawer & cabinet : 160x80x76 cm side table : 184x50x63 Oak (haspe) wood top & gray modesty			
5	1	pc(s)	Executive Table w/ side drawer & cabinet : 180x80x76 cm side table : 184x50x63 Oak (haspe) wood top & gray modesty			
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

PURCHASE OF NEW OFFICE FURNITURE AND REPLACEMENT OF EXISTING UNSERVICEABLE AND DILAPIDATED ONES IN THE CITY HUMAN RESOURCE MANAGEMENT OFFICE

I. BACKGROUND

It is known that an employee's physical work environment and access to appropriate tools correlates to improved work productivity, motivation, and better office ergonomics. The City Human Resource Management Office (CHRMO), being a department where most of its tasks are performed inside the walls of its office, values the importance of this.

The most recent issuance of office furniture to the CHRMO was in 2015. This day, most of said furniture, despite the repair services done by the City Engineer's Office (CEO), are now deemed unserviceable and/or dilapidated. Moreover, there were only 18 office-based staff in 2015, compared to the current 26. Thus, prompting the office to use makeshift office furniture coming from other offices.

In view of the above, the CHRMO proposes to refurbish its physical office through the purchase of new office furniture.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the PURCHASE OF NEW OFFICE FURNITURE AND REPLACEMENT OF EXISTING UNSERVICEABLE AND DILAPIDATED ONES IN THE CITY HUMAN RESOURCE MANAGEMENT OFFICE shall be charged to the CMO Furniture and Fixtures and is included in the PPMP with Code No. 2023-2751 and is already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of Seven Hundred Seventy Nine Thousand Six Hundred Fifty Pesos (P 779,650.00) only.

III. TERMS AND CONDITIONS

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

a. Specifications/ Schedule of Requirements

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
25	Pc(s)	<ul style="list-style-type: none">Executive Table w/ side drawer & cabinet : 180x80x76 cmside table : 184x50x63Oak (haspe) wood top & gray modesty	30 days upon approval of Purchase Order and Notice to Proceed	CSFP
1	Pc	<ul style="list-style-type: none">High-back bonded leather office chair : 70.3cm x 72cm x115.5cm-12cm-Microfiber leather covered on the back and seat-PP arms-Butterfly seat plate-Lant 3 100mm gaslift-300mm Nylon base-Nylon castor		CSFP
23	Pc(s)	<ul style="list-style-type: none">Office Table Brown : 140x70x76-System unit bin with heat ventilation-3 drawer with safety lock-Keyboard tray-Elevated table top-Grommet		CSFP

2	Pc(s)	Executive Table w/ side drawer & cabinet : 160x80x76 cm side table : 184x50x63 Oak (haspe) wood top & gray modesty	30 days upon approval of Purchase Order and Notice to Proceed	CSFP
1	Pc	Executive Table w/ side drawer & cabinet : 180x80x76 cm side table : 184x50x63 Oak (haspe) wood top & gray modesty		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 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/ 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 within 30 days upon approval of Purchase Order and Notice to Proceed.
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 that 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 delivery receipts, and submit immediately to the Inspector or CGSO- PSMD together with 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

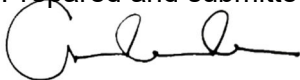
The deliverables of the supplier/ contractor shall be as follows:

- 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:

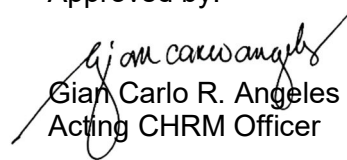
- a. On-time payment of the supplier/ contractor i.e., 15 days after delivery regardless if the delivery is per month or Ordering Agreement.
- b. End-user shall monitor the delivery of requirements.
- c. The Procurement Officer shall assist in the monitoring, delivery and on-time payment of the supplier.
- 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:



Laurence V. Andrade
Procurement Officer- CHRMO

Approved by:



Gian Carlo R. Angeles
Acting CHRM Officer

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.