



Republic of the Philippines
Province of Pampanga

City of San Fernando

Office of the Bids and Awards Committee

REQUEST FOR QUOTATION

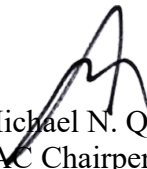
(FM-CSFP-CGSO-39; Revision No.03; 04/01/2022)



Project Title : **Supply and Delivery of Wooden Sala Set to be used at the City Administrator's Office in the City of San Fernando, Pampanga**
Location of the Project : **City Administrator's Office - Administrative Support Division**

Company Name	Date : Aug 14, 2023
Address	PR No. : 2023-08-01848

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Friday, August 18, 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 Engr. Michael N. Quizon, Jr.
Administrative Assistant III (Buyer III) 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	1	set(s)	Wooden Sala Set (with center and side table) (2pcs -1 seater 30x36 inches; 1 pc -3 seater 72x36 inches; 1pc side table 23x23 inches; 1pc center table 47x23 inches)			
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 OFFICE FURNITURE (WOODEN SALA SET) TO BE USED AT THE CITY ADMINISTRATOR'S 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.

The City Administrator's Office plays a vital role in fulfilling this mission. The CADMINO is responsible in the development of plans and strategies which are related to the management and administration of programs and projects and upon the approval of the LCE and the SP are for the executive's implementation, The office is in the frontline of the delivery of administrative support services in all situations, especially during and in the aftermath of all kinds of disaster, natural and man-made.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Office Furniture to be used at the City Administrator's Office in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2023-2680 and already included in the Annual Procurement Plan (APP) of the City Government amounting to SIXTY THOUSAND PESOS ONLY (Php 60,000.00)

III. OBJECTIVES

The objectives of the Supply and Delivery of Office Furniture (Wooden Sala Set) to be used at the City Administrator's Office in the City of San Fernando, Pampanga are as follows:

1. To maintain a productive and healthy workplace both for employees and clients;
2. To carry out effectively and efficiently the quality of services being offered to clients.

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
1	set	Wooden Sala Set (with center and side table) (2pcs -1seater 30x36 inches; 1 pc -3seater 72x36 inches; 1pc side table 23x23 inches; 1pc center table 47x23 inches)	15 days upon Issuance of the Notice to Proceed	CGSO, NPM, 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 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 conform by the supplier/ contractor.
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 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 Date shall be 15 days upon Issuance of the 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 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 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 of CGSO-PSMD.

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 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 month.
- 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:


Ms. AMALIA A. CATA CUTAN
Procurement Office/End-User

Approved by:


Engr. NELSON G. LINGAT
Head/End-User

CONFORME: _____ Signature over Printed Name _____ Date
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***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.*