



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 at the New CENRO Building at the City Civic Center, City of San Fernando, Pampanga**
 Location of the Project : **City Environment and Natural Resources Office**

 Company Name Date : **Oct 5, 2023**

 Address PR No. : **2023-07-01682**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Thursday, October 12, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by: _____ Approved by: _____

 Ana Liza C. Zablan
 Administrative Assistant III (Buyer III)
 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	15	unit(s)	Front Panel Fabric with Glass Size: 210W x 120H cm			
2	21	unit(s)	Side Panel Fabric with Glass Size: 110W x 120H cm			
3	15	unit(s)	Laminated Table Top Size: 210W x 600cm			
4	4	unit(s)	Partition 468 Series Thick Partition Color: Beige Fabric with Glass Aluminum Endtrims with Metal Stabilizer			
5	1	unit(s)	Receiving Information Table Customized Reception Desk Size: 240W x 120D x 110H cm			
6	1	unit(s)	Conference Table Customized Conference Table -12 Seater -Laminated Legs with Outlet			
7	2	unit(s)	Table -6 Seater With Laminated Legs			
8	13	unit(s)	Chair Mesh Chair with -PVC Armrest -Tilt Mechanism -Gaslift Chromestar BAsE			



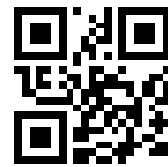
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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
9	3	unit(s)	Chair High Back Executive Chair -Leatherette with Armrest with Tilting Mechanism, -Gaslift Chromestar Base			
10	3	unit(s)	Table Customized L-Type Executive Table Size: 160 x 160 cm			
11	32	unit(s)	Chair Mesh Visitors Chair with Armrest Chrome Sled Base			
12	18	unit(s)	Cabinet Mobile Pedestal Steel Cabinet			
13	3	unit(s)	Cabinet -4 Drawers Lateral Steel Filing Cabinet, -Recessed Handle -Centralized Lock, -Gauge:20 -Fire Retardant Dimension: 90W x 45D x 138H cm			
14	3	unit(s)	Cabinet -3 Drawers Lateral Steel Filing Cabinet -Recessed Handle -Centralized Lock -Gauge:20 -Fire Retardant Dimension: 90W x 45D x 106H cm			
15	1	unit(s)	Table Pantry Table Size: 180 x 70 x 75 cm			
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 to be used at the New CENRO Building at the City Civic Center, City of San Fernando, Pampanga.

I. BACKGROUND

The City Government of San Fernando (P) is committed to the protection, preservation and conservation of the eco-system through the implementation of an integrated, comprehensive and ecological solid waste management.

The local government unit recognized the need for a new building for the City Environment and Natural Resources Office to accommodate its growing number of personnel needed to fulfill its mandate. To establish a comfortable working atmosphere and to ensure that the employees will remain motivated and safe in undertaking their jobs efficiently and effectively, office furniture such as tables, chairs, cabinets, and other fixtures are necessary. The current office furnitures are quite old and worn out and need to be replaced. Furthermore, tables and chairs for the use of our numerous clientele have to be purchased for a comfortable visit whenever they require information or services from our office.

II. BUDGETARY REQUIREMENT

The budgetary requirement for the Supply and Delivery of Office Furniture to be used at the New CENRO Building at the City Civic Center, City of San Fernando, Pampanga is included in the PPMP with the Ref. No. 2023-2537, which is in the amount of **ONE MILLION ONE HUNDRED FIFTEEN THOUSAND ONE HUNDRED PESOS ONLY (P 1,115,100.00)**.

III. OBJECTIVES

The objectives of the Supply and Delivery of Office Furniture to be used at the New CENRO Building at the City Civic Center, City of San Fernando, Pampanga are as follows:

1. To enhance employees efficiency level and productivity in the workplace;
2. To reduces unnecessary movement and ensures that the employees are less fatigued;
3. To help promote collaboration among employees while undertaking different tasks and improves employee satisfaction.

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
15	Unit(s)	Front Panel Fabric with Glass Size: 210W x 120H cm	September to December 2023	City General Services Office, Central Storage, New Public Market, Brgy. Del Pilar, CSFP
21		Side Panel Fabric with Glass Size: 110W x 120H cm	September to December 2023	City General Services Office, Central Storage, New Public Market, Brgy. Del Pilar, CSFP
15		Laminated Table Top Size: 210W x 600cm	September to December 2023	City General Services Office, Central Storage, New Public Market, Brgy. Del Pilar, CSFP
4		Partition 468 Series Thick Partition Color: Beige Fabric with Glass Aluminum Endtrims with Metal Stabilizer	September to December 2023	City General Services Office, Central Storage, New Public Market, Brgy. Del Pilar, CSFP
1		Receiving Information Table Customized Reception Desk Size: 240W x 120D x 110H cm	September to December 2023	City General Services Office, Central Storage, New Public Market, Brgy. Del Pilar, CSFP
1		Conference Table Customized Conference Table -12 Seater -Laminated Legs with Outlet	September to December 2023	City General Services Office, Central Storage, New Public Market, Brgy. Del Pilar, CSFP
2		Table -6 Seater With Laminated Legs	September to December 2023	City General Services Office, Central Storage, New Public Market, Brgy. Del Pilar, CSFP
13		Chair	September to December 2023	City General Services Office,

		Mesh Chair with -PVC Armrest -Tilt Mechanism -Gaslift Chromestar Base		Central Storage, New Public Market, Brgy. Del Pilar, CSFP
3		Chair High Back Executive Chair -Leatherette with Armrest with Tilting Mechanism, -Gaslift Chromestar Base	September to December 2023	City General Services Office, Central Storage, New Public Market, Brgy. Del Pilar, CSFP
3		Table Customized L-Type Executive Table Size: 160 x 160 cm	September to December 2023	City General Services Office, Central Storage, New Public Market, Brgy. Del Pilar, CSFP
32		Chair Mesh Visitors Chair with Armrest Chrome Sled Base	September to December 2023	City General Services Office, Central Storage, New Public Market, Brgy. Del Pilar, CSFP
18		Cabinet Mobile Pedestal Steel Cabinet	September to December 2023	City General Services Office, Central Storage, New Public Market, Brgy. Del Pilar, CSFP
3		Cabinet -4 Drawers Lateral Steel Filing Cabinet, -Recessed Handle -Centralized Lock, -Gauge:20 -Fire Retardant Dimension: 90W x 45D x 138H cm	September to December 2023	City General Services Office, Central Storage, New Public Market, Brgy. Del Pilar, CSFP
3		Cabinet -3 Drawers Lateral Steel Filing Cabinet -Recessed Handle -Centralized Lock -Gauge:20 -Fire Retardant Dimension: 90W x 45D	September to December 2023	City General Services Office, Central Storage, New Public Market, Brgy. Del Pilar, CSFP

		x 106H cm		
1		Table Pantry Table Size: 180 x 70 x 75 cm	September to December 2023	City General Services Office, Central Storage, New Public Market, Brgy. 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 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 Purchase Order.
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 on September to December 2023.
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 furniture and fixtures being required by the project/program; and
- b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.
- c. The supplier must coordinate with the end-user regarding the specifications of the furniture and fixtures.
- d. The supplier must assure the quality of the furniture and fixtures to be delivered.

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 and submitted by:



Maria Teresa Q. Doble
Acting CENRO-I
Head/End-User

CONFORME:
_____ Signature over Printed Name

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.