



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 Bureau of Jail Management and Penology in the City of San Fernando, Pampanga**

Location of the Project : **Bureau of Jail Management and Penology**

Company Name

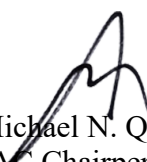
Address

Date : **Oct 3, 2023**

PR No. : **2023-09-02270**

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

Canvassed by: **Jannelle D.A. Tungcab**

Approved by: 
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	7	pc(s)	High black chair, leatherette with gas lift and tilting mechanism			
2	4	pc(s)	4 Drawer W46*D62*H140 (cm) High quality makes it easy to storage files and documents Features all metal construction Steel ball bearing Gauge 20 With file divider Central locking system Black handle Capacity: 65kg/drawer			
3	7	pc(s)	Main Table 1 mobile pedestal Side board 138Wx42Dx75Hcm 105Wx42Dx69Hcm			
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 BUREAU OF JAIL MANAGEMENT AND PENOLOGY 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.

Further, Section 447 (5)(xv) The Sangguniang Bayan shall establish and provide for the maintenance and improvement of jails and detention centers, institute a sound jail management program, and appropriate funds for the subsistence of detainees and convicted prisoners in the city.

Moreover, Section 63 of Republic Act 6975 also known as “DILG Act of 1990” states that, there shall be established and maintained in every district, city and municipality a secured, clean adequately equipped and sanitary jail for the custody and safekeeping of city and municipal prisoners, any fugitive from justice, or person detained awaiting investigation or trial and/or transfer to the national penitentiary, and/or violent mentally ill person who endangers himself or the safety of others, duly certified as such by the proper medical or health officer, pending the transfer to a medical institution.

San Fernando District Jail Male Dormitory and San Fernando District Jail Female Dormitory occupy the newly built jail facility located at Mega Dike Access Road, Brgy. Lara, City of San Fernando, Pampanga. The building currently houses 241 male and 23 female Persons Deprived of Liberty (PDL) manned by 36 personnel for male dormitory and 19 personnel for female dormitory. Both jail units perform administrative and operational functions in providing humane safekeeping and developmental opportunities for the Persons Deprived of Liberty (PDL) who are either serving sentence or with ongoing or awaiting trial under the MTCC and RTC of City of San Fernando and Angeles City.

Considering that the facility is new, originally constructed with cells to decongest the facility, offices for administrative and operation functions, equipped with adequate fixture and furniture are also necessary to safeguard the documents and records of the unit and clients considering the number of Persons Deprived of Liberty (PDL) being catered.

II.BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Office Furniture to at the San Fernando District Jail Male and Female Dormitory in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2023- 1471 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **THREE HUNDRED FORTY-SEVEN THOUSAND THIRTY-EIGHT PESOS AND 42/100 ONLY (P 347,038.42)**.

III. OBJECTIVES

The objectives of the Supply and Delivery of Office Furniture at San Fernando District Jail in the City of San Fernando, Pampanga are as follows:

1. To ensure proper filing and secure all documents and records of the facility and of the Persons Deprived of Liberty (PDL); and
2. To ensure the continuous efficiency and active performance of personnel.

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
7	Pcs	High black chair, leatherette with gas lifting and tilting mechanism	20 days upon issuance of Notice to Proceed	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
4	Pcs	4 drawer w46*D62*H140 (cm) high quality metal construction, steel ball bearing, gauge 20, with file divider, central locking system, black handle, capacity: 65kg/drawer	20 days upon issuance of Notice to Proceed	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
7	Pcs	Main table 1 mobile pedestal, side board, 138WDx42Dx75Hcm, 105Wx42Dx69Hcm	20 days upon issuance of Notice to Proceed	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 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 on 20 days upon issuance of 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 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 (1) delivery receipts, and submit immediately to the Inspector or CGSO- PSMD together with the (2) 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:



JSUPT VOLTAIRE GERARD F PACE
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.

