



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 for the Special Drug Education Center (SDEC) Operations at Civic Center in the City of San Fernando, Pampanga**

Location of the Project : **City Social Welfare and Development Office**

Company Name	Date : Oct 25, 2023
Address	PR No. : 2023-10-02570

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 31, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Joan D. Gutierrez

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	1	set(s)	DINING TABLE SET -Solid Sheesham Wood 6 seater Dining Table with Chairs (Teak Finish) Colour: Teak Finish Room Type: Dining Room Size: 150 x 105 x 76 cm Item Dimensions LxWxH: 150 x 105 x 76 Centimeters			
2	1	set(s)	SOFA SET -Convertible Sectional Sofa Couch L Shaped Sofa with Ottoman Reversible Sectional Couch with Chaise Light Grey Grey Assembly Required: No Seat Depth: 20.3 Centimeters Weight Limit: 136.08 Kilograms Product Dimensions: 1.71D x 2.39W x 0.84H Meters Item Weight: 25 Kilograms Leg Length: 8 Inches Type: Loveseat Colour: Light Grey Special Feature: Space Saving			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
3	1	pc(s)	Office File Cabinet Filling Cupboard Metal Storage kapat with Lock (Grey Powder Coated, 4 Drawer Cabinet) -Colour: Grey powder coated -Can fit in any corner of the home, office, and storage room -Provides ample storage for a collection of files -Lateral filing design keeps files organized and in one place -High-quality materials and construction ensure durability and longevity -Equipped with locking mechanisms for added security -Drawer Locking File Cabinet designed to occupy minimal space			
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 FOR THE SPECIAL DRUG EDUCATION CENTER (SDEC) OPERATIONS AT CIVIC CENTER IN THE CITY OF SAN FERNANDO, PAMPANGA

I.BACKGROUND

The City of San Fernando is very optimistic in addressing the uprising problem in the community. Through the City Social Welfare and Development Office (CSWD) the continuous advocacy of the city will be carried out thru various services that will enable this young people to maximize their potentials and actualize their duties. This can be supported on the Community Drug Abuse Rehabilitation Program which was initiated by the city. Such program has provision to implement community-based intervention among substance users using the four (4) dimensions; Physical and medical Dimension, Psychosocial, Spiritual and Vocational and Educational Dimension. This is in response to the mandate of Dangerous Drugs Board Regulation No.4 Series of 2016. Whereas, in accordance to Article IV, Section 46 of Republic Act No. 9165 known as Comprehensive Dangerous Drugs Act of 2002 states the establishment of Special Drug Education Center (SDEC) where drug prevention programs and activities be conducted for Out of School, Youth and street children.

The SDEC is a community-based facility which serves as a venue in promoting preventive and developmental services for the out of school youth, street children and for outpatient youth reformist. This aims to enable them to cope with the challenges of adolescence particularly their vulnerability to drug and substance abuse. It imparts the value of community and imbibes leadership skills by teaching them to serve as positive role models in rejecting the lure of drugs and in leading healthy and productive lives.

II.BUDGETARY REQUIREMENT

The budgetary requirement for the Supply and delivery of office supplies will be used for the Special Drug Education Center (SDEC) for 2023 in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2023-3852 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **ONE HUNDRED SIXTY-NINE THOUSAND AND SIX HUNDRED (Php169,600.00)**

III.OBJECTIVES

- To establish Special Drug Education Center which shall promote Community-Based programs for drug abuse prevention, with the end in view of educating the OSY, street children as well as other substance users regarding the pernicious effects of drug abuse, thereby contributing their total development as self- reliant and socially responsible member in the society.

IV.TERMS AND CONDITIONS

During the procurement process and delivery/ implementation of the contract thru ordering agreement schedule, the end- user and the supplier/ contractor shall:

- a. Specifications/ Schedule of Requirements

Qty.	Unit	Item Description/ Specifications	Date	Location
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1	set(s)	<p>DINING TABLE SET -Solid Sheesham Wood 6-seater Dining Table with Chairs (Teak Finish) Colour: Teak Finish Room Type: Dining Room Size: 150 x 105 x 76 cm Item Dimensions LxWxH: 150 x 105 x 76</p>	November - December 2023	Central Storage, CGSO
1	set(s)	<p>SOFA SET -Convertible Sectional Sofa Couch L Shaped Sofa with Ottoman Reversible Sectional Couch with Chaise Light Grey Grey Assembly Required: No Seat Depth: 20.3 Centimeters Weight Limit: 136.08 Kilograms Product Dimensions: 1.71D x 2.39W x 0.84H Meters Item Weight: 25 Kilograms Leg Length: 8 Inches Type: Loveseat Colour: Light Grey Special Feature: Space Saving</p>	November - December 2023	Central Storage, CGSO
1	Pc(s)	<p>Office File Cabinet Filling Cupboard Metal Storage kapat with Lock (Grey Powder Coated, 4 Drawer Cabinet) -Colour: Grey powder coated -Can fit in any corner of the home, office, and storage room -Provides ample storage for a collection of files -Lateral filing design keeps files organized and in one place -High-quality materials and construction ensure durability and longevity -Equipped with locking mechanisms for added security -Drawer Locking File Cabinet designed to occupy minimal space</p>	November - December 2023	Central Storage, CGSO

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 base 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 November 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

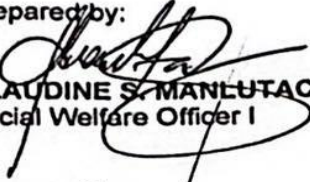
The deliverables of the supplier/ contractor shall be as follows:

- a. Provide the quantity of the Office 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 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:


CLAUDINE S. MANLUTAC
Social Welfare Officer I

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.