



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, Delivery and Installation of Chemistry Laboratory Furniture and Fixtures to be used at the New Building of City College of San Fernando Pampanga**

Location of the Project : **City College of San Fernando, Pampanga**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

Date : **Jan 8, 2024**

PR No. : **2023-10-02732**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, January 15, 2024 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	1	set(s)	COMPLETE SET OF CHEMISTRY LABORATORY FURNITURE AND FIXTURES with the following inclusions:  1. 1 PC. CHEMISTRY DEMONSTRATION TABLE w/ sink and gas valves  *Dimensions: 1397mm (L) x 686mm (W) x 900mm (H)  *Countertop: 16mm thick Phenolic Resin countertop (16mm thick, acid, heat, stain, scratch and chemical-resistant Phenolic resin surface) -with 36" support rods with 40" crossbar for mounting mirror or other apparatus -with overhead double strength mirror for student viewing  *Base Cabinets/Carcass: Type: High Pressure Laminate ("Post-formed") -with one (1) unit two door swing cabinet with pull-out drawer and adjustable shelf in hand drab type			



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			<p>handle</p> <p>*Sink:</p> <p>-one (1) units Epoxy-coated (white) gooseneck water faucet with level type handle</p> <p>-one (1) units epoxy resin undermount sink</p> <p>*with one (1) units 2-gang electric outlets, 220V</p> <p>*with two (2) units gas valves/spicket</p> <p><b>2. 4 PCS. CHEMISTRY LABORATORY TABLES w/ sink and gas valves</b></p> <p>*Dimensions: 2840mm (L) x 900mm (W) x 900mm (H)</p> <p>*with two (2) units 2-gang electrical outlets (left and right side of table), 220V</p> <p>*with two (2) units gas valves/spicket</p> <p>*Countertop: 16mm thick Phenolic Resin countertop (16mm thick, acid, heat, stain, scratch and chemical-resistant Phenolic resin surface)</p> <p>*Base Cabinets Breakdown: Type: High Pressure Laminate (“Post-formed”),</p> <p>-with Two (2) unit two swing door-cabinet with pull-out drawer and adjustable shelf in hand drab type handle</p> <p>-with one (1) unit one swing door cabinet with pull-out drawer and adjustable shelf in hand drab type handle</p> <p>-with one (1) unit acrylic peg board with polypropylene peg sticks</p> <p>*Sink:</p> <p>-two (2) units Epoxy-coated (white) gooseneck water faucet with level type handle</p> <p>-two (2) units epoxy resin undermount sink</p>			



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			<p>3. 1 pc. Combination Shower &amp; Eyewash c/w ABS Plastic Bowl &amp; Foot Pedal</p> <p>Specifications: Shower &amp; Eyewash Bowl – 280mm (11") bowl using chemical resistant ABS in bright yellow colour.</p> <p>Eyewash Assembly – Stainless steel with ABS spray heads assembly with twin, soft-flow emergency eyewash heads and instant flip-open protective dust cover. -with built-in automatic pressure compensating valve</p> <p>Control Valve –a 316 stainless steel 1/2" IPS valve, with highly visible stainless-steel push-plate &amp; foot pedal -for the shower a 316 stainless steel 1" ball valve with the stainless-steel pull rod.</p> <p>Pipe and Fitting – 1" IPS stainless steel pipe epoxy powder coated in bright yellow colour.</p> <p>Pedestal – 250mm (10") aluminium pedestal with 3 mounting holes for 9mm bolts. The pedestal is epoxy powder coated in bright yellow colour.</p> <p>Waste – 1" IPS tailpiece</p> <p>Water Supply – 1" IPS</p> <p>Signage – Drench Shower and Eyewash</p> <p>4. 1 pc. FUME HOOD</p> <p>Specifications: - Internal Size (W*D*H) approx. 1800 x 800 x</p>			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			2515 mm - Max Opening 750mm - Work Surface Height approx. 900mm - Air Velocity: 0.3~0.8m/s - System Exhaust Volume: 1140 m/h - Noise: ≤ 60dB - LED Lamp: 16W *1 - Blower: Built-In PP Centrifugal Blower - Front Window: Manual, 5 mm Toughened Glass, Height Adjustable - Power Supply: 220V±10%, 50 /60Hz; - Material: o Exterior: 1.0mm Cold-Rolled Steel with Bacteria Power Coating. o Interior High Grade Melamine Board with Good Acid and Alkali Resistance Function. - Work Table: Chemical Resistant Phenolic Resin - Standard Accessory: o Water Tap, Water Sink, LED Lamp, Total Load of 2 Waterproof Sockets: 500 W, Built-In Polypropylene Blower - Adjustable Air Speed: 9			



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			Levels - Complete Installation (including ducting)  5. 30 pcs. LABORATORY HIGH STOOL/CHAIR, stainless steel frame with fiber glass top seat  6. 3 pcs. STORAGE CABINETS WITH GLASS SLIDING DOOR, adjustable shelves, and lock (69"H x 39 3/8"W x 18" D4)  7. High Speed Tabletop Centrifuge Specifications: Maximum Speed: Up to 20,000 to 25,000 RPM. Capacity: Accommodates a variety of tube sizes, inclusions: microcentrifuge tubes, conical tubes, and larger centrifuge bottles. Special Features: May have options for temperature control.  8. LABORATORY REFRIGERATOR, 2-Door,(2-8°C) 960L CAPACITY			
<b>Total Amount:</b>						

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, DELIVERY AND INSTALLATION OF CHEMISTRY LABORATORY FURNITURE AND FIXTURES TO BE USED AT THE NEW BUILDING OF CITY COLLEGE OF SAN FERNANDO PAMPANGA**

#### **I. BACKGROUND**

A modern chemistry laboratory is essential for providing high-quality practical education to students in chemistry and related fields. Hands-on laboratory experiences are integral to the learning process, allowing students to apply theoretical knowledge and gain practical skills. By establishing this laboratory, we aim to enhance the educational experience of our students, better preparing them for future careers in academia, industry, and research.

Choosing the right laboratory furniture and fixture is of utmost importance to be able to avoid serious injuries, costly repairs, and refurbishments in the future. In purchasing laboratory furniture, we must also be mindful of the right materials for the surfaces of each furniture because they not only have an impact on the quality of the work performed, but the right surface provides long-term use and the best return on investment. Phenolic resin resists extreme high and low temperatures, won't warp, or stain, and produces the ideal surface for laboratory furniture worktops.

In the establishment of a new campus building of the City College of San Fernando Pampanga at the City Civic Center, there is a need for a fully-functional and dedicated laboratory for Chemistry classes for the Science major students of the City College of San Fernando, to fulfill its mandate of providing quality tertiary education for the Fernandinos.

#### **II. BUDGETARY REQUIREMENT**

The budgetary requirement for the Supply, Delivery and Installation of Chemistry Laboratory Furniture and Fixtures to be used at the New Building of City College of San Fernando Pampanga is included in the PPMP with the Ref. No. 2023-3913 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **ONE MILLION FIVE HUNDRED THOUSAND PESOS ONLY (P 1,500,000)**.

#### **III. OBJECTIVES**

The objectives of the Supply, Delivery and Installation of Chemistry Laboratory Furniture and Fixtures to be used at the New Building of City College of San Fernando Pampanga are as follows:

1. To ensure prompt preparation of documents/pleadings requested by clients and/or concerned offices;
2. To ensure uninterrupted flow of school laboratory activities through the proper and safe installation of laboratory furniture and fixtures.

#### **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	<p><b>COMPLETE SET OF CHEMISTRY LABORATORY FURNITURE AND FIXTURES with the following inclusions:</b></p> <p>1. <u>1 PC. CHEMISTRY DEMONSTRATION TABLE w/ sink and gas valves</u></p> <p>*Dimensions: 1397mm (L) x 686mm (W) x 900mm (H)</p> <p>*Countertop: 16mm thick Phenolic Resin countertop (16mm thick, acid, heat, stain, scratch and chemical-resistant Phenolic resin surface) -with 36" support rods with 40" crossbar for mounting mirror or other apparatus -with overhead double strength mirror for student viewing</p> <p>*Base Cabinets/Carcass: Type: High Pressure Laminate ("Post-formed") -with one (1) unit two door swing cabinet with pull-out drawer and adjustable shelf in hand drab type handle</p> <p>*Sink: -one (1) units Epoxy-coated (white) gooseneck water faucet with level type handle -one (1) units epoxy resin undermount sink *with one (1) units 2-gang electric outlets, 220V *with two (2) units gas valves/spicket</p> <p>2. <u>4 PCS. CHEMISTRY LABORATORY TABLES w/ sink and gas valves</u></p> <p>*Dimensions: 2840mm (L) x 900mm (W) x 900mm (H) *with two (2) units 2-gang electrical outlets (left and right side of table), 220V *with two (2) units gas valves/spicket</p> <p>*Countertop: 16mm thick Phenolic Resin countertop (16mm thick, acid,</p>	30 days upon the issuance of the NTP and PO	New City College, Brgy. Del Rosario, CSFP



	<p>heat, stain, scratch and chemical-resistant Phenolic resin surface)</p> <p><b>*Base Cabinets Breakdown:</b>  Type: High Pressure Laminate ("Post-formed"),  - with Two (2) unit two swing door-cabinet with pull-out drawer and adjustable shelf in hand drab type handle  - with one (1) unit one swing door cabinet with pull-out drawer and adjustable shelf in hand drab type handle  - with one (1) unit acrylic peg board with polypropylene peg sticks</p> <p><b>*Sink:</b>  - two (2) units Epoxy-coated (white) gooseneck water faucet with level type handle  - two (2) units epoxy resin undermount sink</p> <p><b>3. <u>1 pc. Combination Shower &amp; Eyewash c/w ABS Plastic Bowl &amp; Foot Pedal</u></b></p> <p><b>Specifications:</b>  Shower &amp; Eyewash Bowl – 280mm (11") bowl using chemical resistant ABS in bright yellow colour.</p> <p>Eyewash Assembly – Stainless steel with ABS spray heads assembly with twin, soft-flow emergency eyewash heads and instant flip-open protective dust cover.  - with built-in automatic pressure compensating valve</p> <p>Control Valve – a 316 stainless steel 1/2" IPS valve, with highly visible stainless-steel push-plate &amp; foot pedal  - for the shower a 316 stainless steel 1" ball valve with the stainless-steel pull rod.</p> <p>Pipe and Fitting – 1" IPS stainless steel pipe epoxy powder coated in bright yellow colour.</p> <p>Pedestal – 250mm (10") aluminium pedestal with 3 mounting holes for 9mm bolts. The pedestal is epoxy</p>		
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	<p>powder coated in bright yellow colour.</p> <p>Waste – 1" IPS tailpiece</p> <p>Water Supply – 1" IPS</p> <p>Signage – Drench Shower and Eyewash</p> <p><b>4. <u>1 pc. FUME HOOD</u></b></p> <p>Specifications:</p> <ul style="list-style-type: none"> <li>- Internal Size (W*D*H) approx. 1800 x 800 x 2515 mm</li> <li>- Max Opening 750mm</li> <li>- Work Surface Height approx. 900mm</li> <li>- Air Velocity: 0.3–0.8m/s</li> <li>- System Exhaust Volume: 1140 m<sup>3</sup>/h</li> <li>- Noise: ≤ 60dB</li> <li>- LED Lamp: 16W *1</li> <li>- Blower: Built-In PP Centrifugal Blower</li> <li>- Front Window: Manual, 5 mm Toughened Glass, Height Adjustable</li> <li>- Power Supply: 220V±10%, 50 /60Hz;</li> <li>- Material: <ul style="list-style-type: none"> <li>o Exterior: 1.0mm Cold-Rolled Steel with Bacteria Power Coating.</li> <li>o Interior High Grade Melamine Board with Good Acid and Alkali Resistance Function.</li> </ul> </li> <li>- Work Table: Chemical Resistant Phenolic Resin</li> <li>- Standard Accessory: <ul style="list-style-type: none"> <li>o Water Tap, Water Sink, LED Lamp, Total Load of 2 Waterproof Sockets: 500 W, Built-In Polypropylene Blower</li> </ul> </li> <li>- Adjustable Air Speed: 9</li> </ul>		
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		<p>Levels - Complete Installation (including ducting)</p> <p>5. <u>30 pcs. LABORATORY HIGH STOOL/CHAIR</u>, stainless steel frame with fiber glass top seat</p> <p>6. <u>3 pcs. STORAGE CABINETS WITH GLASS SLIDING DOOR</u>, adjustable shelves, and lock (69"H x 39 3/8"W x 18" D4)</p> <p>7. <u>High Speed Tabletop Centrifuge</u> Specifications: Maximum Speed: Up to 20,000 to 25,000 RPM. Capacity: Accommodates a variety of tube sizes, inclusions: microcentrifuge tubes, conical tubes, and larger centrifuge bottles. Special Features: May have options for temperature control.</p> <p>8. <u>LABORATORY REFRIGERATOR</u>, 2-Door,(2-8°C) 960L CAPACITY</p> <p>___xxx_ Nothing Follows _xxxxx___</p>		
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**Additional Scope of Works and Specifications:**

1. The supplier shall furnish all materials, equipment, tools, apparatus, appliances, accessories, transportation, labor and supervision required for the complete supply and installation of the laboratory furniture and fixture as called for in these specifications, ready for use.
2. The supplier shall first examine the site and shall take into consideration all such conditions that may affect the delivery and installation of furniture and fixture.
3. The Supplier shall coordinate his work with CGSO-PMD and End-user to ensure proper phasing or schedule of installation.
4. Complete specifications with product sample shall be submitted by the Supplier to the CGSO-PMD and end-user for evaluation.
5. After completion of all works, the Supplier shall promptly remove from the premises all rubbish, trash, debris, and all superfluous building materials and restore all areas that were damaged as affected by the installation and leave the site clean.

6. Upon completion of the delivery and installation, the Supplier shall test out the faucets, gas valves and the drawers, sinks, electric outlets for any malfunctions and shall replace any faulty or defective parts.
7. The Supplier shall give standard one-year warranty on parts and two years warranty on services including preventive maintenance and calibration every six months.

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 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 30 days upon the issuance of the NTP and PO.
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 exact quantity and specific type (or its equivalent) of furniture being required by the project/program; and,
- b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.

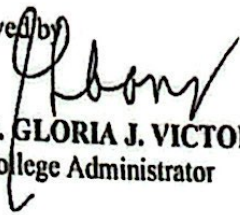
The deliverables of the City Government shall be as follows:

- a. On- time payment of the supplier/ contractor i.e., 15 days after the 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:

  
**HAZEL A. LUBO**  
Supply Officer/End- user

Approved by

  
**ATTY. GLORIA J. VICTORIA-BAÑAS**  
City College Administrator

**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.*