



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 City Information and Communications Technology Office in the City of San Fernando, Pampanga**  
Location of the Project : **City General Services Office**

Company Name \_\_\_\_\_ Date : **Jan 29, 2024**  
PR No. : **2024-01-00164**  
Address \_\_\_\_\_

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, February 5, 2024 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by: \_\_\_\_\_ Approved by: \_\_\_\_\_  
  
Monalyn L. Moulic  
Administrative Aide VI (Buyer II)  
  
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	unit(s)	Ergonomic Gaming Chair -High Back Pu Gaming Chair -PP Black -Back Trim: ABS 3 -Carton Size: 82cm x 29cm x 59cm			
2	1	unit(s)	High-back bonded leather office chair: 70.3cm x 72cm x 115.5cm-12cm -Microfiber leather covered on the back and seat -PP arms -Butterfly seat plane -Lent 3 100mm gas lift -300mm Nylon base -Nylon castor			
3	7	unit(s)	Office Table Brown:140x70x76 -System unit bin with heat ventilation -3 drawer with safety look -Keyboard tray -Elevated table top -Grommet			
4	1	unit(s)	Executive Table w/ side drawer & cabinet: 160x80x76 cm side table: 184x50x63 Oak (hasped) wood top & gray modesty			
<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 AND DELIVERY OF OFFICE FURNITURE TO BE USED AT THE CITY INFORMATION AND COMMUNICATIONS TECHNOLOGY OFFICE IN THE CITY OF SAN FERNANDO, PAMPANGA**

#### **I. BACKGROUND**

Pursuant to RA No. 7160 otherwise known as the Local Government Code of 1991, particularly Section 444 provides that the Chief Executive shall exercise general supervision and control over all programs, projects, services and activities of the local government. As stated in the Section 2 of the Presidential Decree No. 1445 otherwise known as the State Auditing of the Philippines, that "all resources of the government shall be managed, expended or utilized in accordance with laws, rules, regulations and safeguarded against loss or wastage through illegal or improper disposition with the view of ensuring the economy, efficiency and effectiveness in the operation of the government".

In the City Government of San Fernando, Pampanga, the City General Services Office-Property and Supply Management Division is mandated by law to carry out functions relative to property and supply management that aims to address the requirements of the different departments/offices of the city government, including the monitoring of the availability of office furniture and fixtures. That being the case, this office is proposing for the provision of Office Furniture at the CICTO, which is necessary for a convenient and comfortable working environment that shall improve the overall work productivity and efficiency of the employees that leads to the provision quality service.

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

The budgetary requirement for the Supply and Delivery of Office Furniture to be used at the City Information and Communications Technology Office in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2024-1767 in the City of San Fernando, Pampanga is in the amount of **TWO HUNDRED FORTY ONE THOUSAND FOUR HUNDRED FIFTY PESOS ONLY (241,450.00)**.

#### **III. OBJECTIVES**

- To ensure uninterrupted flow of operational procedures through availability of office furniture for a convenient and comfortable working environment.
- To improve the overall work productivity and efficiency of the employees.
- To provide quality service.

#### **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

<b>Qty.</b>	<b>Unit</b>	<b>Item Description/ Specifications</b>	<b>Delivery Date</b>	<b>Location</b>
7	Unit(s)	Ergonomic Gaming Chair -High Back Pu Gaming Chair -PP Black	February Onwards	Central Storage, New Public Market, Brgy. Del Pilar, CSFP

		-Back Trim: ABS 3 -Carton Size: 82cm x 29cm x 59cm		
1	Units	High-back bonded leather office chair: 70.3cm x 72cm x 115.5cm-12cm -Microfiber leather covered on the back and seat -PP arms -Butterfly seat plane -Lent 3 100mm gas lift -300mm Nylon base -Nylon castor	February Onwards	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
7	Units	Office Table Brown: 140x70x76 -System unit bin with heat ventilation -3 drawer with safety look -Keyboard tray -Elevated table top -Grommet	February Onwards	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
1	Units	Executive Table w/ side drawer & cabinet: 160x80x76 cm side table: 184x50x63 Oak (hasped) wood top & gray modesty	February Onwards	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 PO.
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. During the delivery, strictly follow the provisions enumerated in the Terms and Condition of the PO/ Contract including the Delivery Schedule, Penalty, among others.
3. 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.
4. 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**

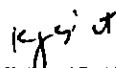
The deliverables of the supplier/ contractor shall be as follows:

- a. Provide the quantity of the 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:

  
**KRISELLE JOY V. SICAT**  
Procurement Officer

Noted by:

  
**JANET I. SANCHEZ**  
Supervising Administrative Officer

Approved by:

  
**ENGR. MICHAEL N. QUIZON JR.**  
City General Services Officer

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.*