



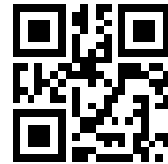
Republic of the Philippines
Province of Pampanga

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 Furniture to be used at the City Mayor's Office in the City of San Fernando, Pampanga**
Location of the Project : **City Mayor's Office**

Company Name _____ Date : **Jan 31, 2024**
PR No. : **2024-01-00180**
Address _____

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Wednesday, February 7, 2024 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by: _____ Approved by:

Camille C. Mendiola


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	pc(s)	High Back Chair Leatherette Finish Executive Chair PU, Painitng armrest Tilt Mechanism, nylon base			
2	1	set(s)	Office Table and Chair			
3	3	pc(s)	Stool Bar PU Back and Seat			
4	2	pc(s)	Standing Metal Steel Cabinet			
5	1	pc(s)	Mobile Pedestal Steel Cabinet			
6	3	pc(s)	4 Drawer Lateral Steel Cabinet			
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

Project Title : **Supply and Delivery of Furniture to be used at the City Mayor's Office in the City of San Fernando, Pampanga**

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

Background

Good governance is the process of decision-making and the process by which decisions are implemented, an analysis of governance focuses on the formal and informal actors involved in decision-making and execute the decisions made and the formal and informal structures that have been set in place to arrive and perform the decision.

Thus, with the dedication and commitment of the present administration in carrying out inclusive governance, it is deemed necessary for the acquisition of sufficient resources to bring convenience in performing duties, inspire productivity and ensure efficient delivery of public service to clients.

OBJECTIVE/S

- To provide furniture and fixtures for the daily operations of the City Mayor's Office
- To efficiently provide services for the constituents
- To successfully perform duties as public servants

Budgetary Requirements:

The Approved Budget for the **Supply and Delivery of Furniture to be used at the City Mayor's Office in the City of San Fernando, Pampanga** is included in the PPMP with Reference Number 2024-1796 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of P123,700.00 amount in figure or One Hundred Twenty Three Thousand Seven Hundred Pesos amount in words.

Terms and Conditions:

1. The Supplier must ensure the specifications and schedule of requirements indicated in the Purchase Order.
2. For the End- user, ensure the completion of the documents in order to proceed with the procurement process.
3. 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.
4. If the procurement process reaches the ensuing year, observe that the allowed transaction is only up to what is stipulated in the contract.
5. 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).
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.

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The deliverables of the supplier 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 i.e., 15 days after delivery regardless if the delivery is per month or Ordering Agreement.
- b. End- user shall monitor the delivery and completeness of requirements and documents to avoid delays.
- 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 by:


Walter C. Navarro
Procurement Officer

Noted by:


REYMUÑO M. HIPOLITO JR.
Chief of Staf

Conforme:

Signature Above Printed Name/ Date