



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 Engineer's Office (CEO) in the City of San Fernando, Pampanga**
Location of the Project : **City Engineer's Office**

Company Name _____ Date : **Feb 21, 2024**
PR No. : **2024-02-00335**
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 28, 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	3	unit(s)	Bookcase Wall Cabinet (W-80cm X D-41cm X H-180cm) Melamine Laminated with Aluminum Handle			
2	20	unit(s)	Mobile Cabinet (Steel) 3 drawers			
3	3	unit(s)	White 4 Layer Full Steel Warehouse Rack 60cm X 200cm X 200cm			
4	2	unit(s)	White 4 Layer Full Steel Warehouse Rack 50cm X 150cm X 200cm			
5	2	unit(s)	Lateral Filing Cabinet (Steel) 4 drawers			
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 Engineer's Office (CEO) in the City of San Fernando, Pampanga.**

Project Location: **City Engineer's Office, City of San Fernando, Pampanga**

Background: In accordance with an article written by Sean Si last July 12, 2022 titled Physical Qualities of a Workplace that improve employee performance, the physical qualities that affects employee performance includes 1) Lighting 2) Size of Room 3) Furnishing 4) Ventilation 5) Recreational Areas. These external factors directly influence a person's attitude towards work.

Considering the above especially 3) Furnishing, it is important that an employee is comfortable with his/her seating position. With 8 hrs of work, it is very vital that furniture such as chairs provides comfort and relaxation to employees to produce their best effort at work as they are less likely to suffer from aches and pains due and worse may lead to absences.

The City Government of San Fernando, Pampanga recognizes its work force as its asset and greatest resource. Their wellbeing is very essential as individual performances makes up to the overall performance of the City. With this, we are proposing the provision of additional or replacement of furniture and fixtures for the new the City Engineer's Office (CEO) located at the City Civic Center.

Having an effective workplace in the City Government of San Fernando, Pampanga is also making sure of effective implementation and provision of City Public services especially in terms of infrastructure development and engineering services.

Objective/s: To replace/provide additional furniture at the City Engineer's Office (CEO) that ensures an effective working environment to employees that will positively result to employees overall performance;

To make sure of effective implementation and provision of City Public services especially in terms of infrastructure development and engineering services by uplifting the wellbeing of the City Government employees.

Approved Budget : Three Hundred Seventeen Thousand Pesos (Php **317,000.00**)

Minimum Requirement for the Supplier

1. The Supplier must ensure the specifications and schedule of requirements of the following furniture are being followed.

TABLES AND CHAIRS

PARTICULARS	UNIT COST	TOTAL
Bookcase Wall Cabinet (W-80cm X D-41 cm X H-180cm), Melamine Laminated with Aluminum Handle	17,000.00 x 3 pcs	51,000.00
Mobile Cabinet (Steel) 3 drawers	7,000.00 x 20 units	140,000.00
White 4 Layer Full Steel, Warehouse rack 60cmX200cmX200cm	18,000.00 x 3 pcs	54,000.00
White 4 Layer Full Steel, Warehouse rack 50cmX150cmX200cm	16,000.00 x 2 pcs	32,000.00
Lateral Filing Cabinet (Steel) 4 drawers	20,000.00 x 2 pcs	40,000.00
TOTAL		317,000.00

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Project Location: **City Engineer's Office, City of San Fernando, Pampanga**

2. The supplier must be compliant with the IATF Health and Safety Protocols.
3. The Supplier must follow the procurement, delivery and inspection procedure set by the City Government of San Fernando, Pampanga for procured good and services.

Deliverables by the Supplier and City Government

The deliverables of the supplier shall be as follows:

- a. Provide the quantity 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 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:


AIMERIE G. SAMPANG
Procurement Officer

Noted by:


Engr. ANELE C. DAVID
City Engineer

Conforme:

Note: This 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.