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 Health Office's Birthing Stations for 2024 in the City of San Fernando, Pampanga**

Location of the Project : **City Health Office - Birthing Stations**

_____
Company Name

_____
Address

Date : **Apr 4, 2024**

PR No. : **2024-04-00622**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Thursday, April 11, 2024 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by:

Jannelle D.A. Tungcab

Approved by:

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	6	pc(s)	Life Time Table (6 ft.) SPECIFICATIONS -Dimensions (Open) 72.1 in. L x 30.1 in. W x 28.8 in. H (182,3 cm x 76,5 cm x 73,3 cm) -Dimensions (Folded) 72.1 in. L x 30.1 in. W x 2.1 in. H (182,3 cm x 76,5 cm x 5,4 cm) -Leg Tubing Diameter 1.1 in. (28 mm) -Frame Color Gray -Table Top Thickness 2.1 in. (54 mm) -Weight 32.2 lb. (14,6 kg) -Table Top Color White Granite -Seating Capacity 6			
2	6	pc(s)	Office Chair (Secretarial Chair) Description: High back chair, leatherette with gas lift and tilting mechanism			
					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 Furniture to be used at the City Health Office's Birthing Stations for 2024 in the City of San Fernando, Pampanga

I. BACKGROUND

Fire extinguishers are an important part of plant fire prevention programs in the protection of personnel and facilities. A portable fire extinguisher can save lives and property when used correctly. This is also one of the requirements of the Department of Health that should be complied annually.

II. BUDGETARY REQUIREMENT

Supply and Delivery of Furniture to be used at the City Health Office's Birthing Stations for 2024 in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2024-1213 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of One Hundred Twenty-Six Thousand Pesos. (P 126,000.00)

III. OBJECTIVES

To minimize the space and make the office look more spacious of each birthing stations.

IV. TERMS AND CONDITION

a. Specification / Schedule of Requirements

Quantity	Unit	Item Description/Specification	Delivery Date	Location
6	pcs	Office Chair (Secretarial Chair) Description: High back chair, leatherette with gas lift and tilting mechanism	APRIL 2024	CENTRAL STORAGE, NEW PUBLIC MARKET, BRGY DEL PILAR, CSFP
6	pcs	Life Time Table (6 ft.) SPECIFICATIONS -Dimensions (Open) 72.1 in. L x 30.1 in. W x 28.8 in. H (182,3 cm x 76,5 cm x 73,3 cm) -Dimensions (Folded) 72.1 in. L x 30.1 in. W x 2.1 in. H (182,3 cm x 76,5 cm x 5,4 cm) -Leg Tubing Diameter 1.1 in. (28 mm) -Frame Color Gray -Table Top Thickness 2.1 in. (54 mm) -Weight 32.2 lb. (14,6 kg) -Table Top Color White Granite -Seating Capacity 6		

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 confirmed by the supplier/provider.

3. If the procurement process reaches the ensuing year, observe that the allowed delivery 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 Alternative Methods of Procurement).

5. Ensure that there are readily-available supplies upon submission of Request for Quotation (RFQ)/ Bid since delivery is anticipated upon issuance of Po/contract.

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)/ Contracts, No Delivery" Policy and comply with the delivery period.

2. The Delivery Period shall be on APRIL 2024.

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.

6. For onsite delivery, ensure the coordination with the Inspector from the CGSO-Property and Supply Management Division (PSMD) for the inspection of the delivery in terms of quantity and quality of items and to immediately notify the supplier/ contractor in case of any concerns before the acceptance.

d. Inspection and Acceptance

1. The CGSO — PSMD shall inspect and accept the delivery provided that all the specifications/description of item requested are complied.
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.

VI. DELIVERABLES BY THE PROVIDER AND THE CITY GOVERNMENT

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

a. Provide quantity of items 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 on the supplier/contractor i.e., 60 days after delivery.

b. End-user shall monitor the delivery of requirements.
c. The Procurement Officer shall assist in the monitoring, delivery and on-time payment on the payment on 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:

LEA N. PANGANIBAN, RN
Birthing Station Nurse Program Coordinator

Verified by:

JAIRA P. NATIVIDAD, MD
Birthing Station Program Manager

Approved by:

ROWENA L. SALAS, MD
City Health Office II

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.*