



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 Window Blinds to be installed at City Health Office in the City of San Fernando, Pampanga**

Location of the Project : **City Health Office**

Company Name

Date : **Apr 15, 2024**

PR No. : **2024-04-00682**

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, April 22, 2024 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Janelle D.A. Tungcab

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
<b>1st Floor City Health Main Office</b>						
1	1	panel	Window Blinds 108x68cm			
2	1	panel	Window Blinds 77x68cm			
3	1	panel	Window Blinds 135x93cm			
4	1	panel	Window Blinds 50x93cm			
<b>2nd Floor City Health Main Office</b>						
5	1	panel	Window Blinds 208x83cm			
6	1	panel	Window Blinds 106x55cm			
7	2	panel	Window Blinds 108x55cm			
8	1	panel	Window Blinds 77x64cm			
9	1	panel	Window Blinds 34x47cm			



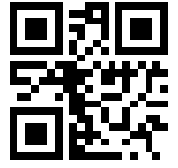
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Location of the Project : **City Health Office**

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
10	1	panel	Window Blinds 79x64cm			
<b>3rd Floor City Health Main Office</b>						
11	1	panel	Window Blinds 102x55cm			
12	2	panel	Window Blinds 108x55cm			
13	1	panel	Window Blinds 99x55cm			
14	1	panel	Window Blinds 157x55cm			
<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 Window Blinds for the City Health Office in the City of San Fernando, Pampanga

#### I. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply, Delivery and Installation of Window Blinds for the City Health Office in the City of San Fernando, Pampanga, is included in the PPMP with Ref. No. 2024-2161 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of TWO HUNDRED SIXTY-TWO THOUSAND SEVEN HUNDRED FORTY-ONE AND FORTY-SIX CENTAVOS PESOS (P 262,303.00).

#### II. OBJECTIVES

The objectives of the Supply, Delivery and Installation of Window Blinds for the City Health Office in the City of San Fernando, Pampanga are as follows:

1. To ensure that the personnel have access to a functionality, comfort, and aesthetic; and
2. To ensure the continuous efficiency and active performance of personnel.

#### III. 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 <sup>st</sup> Floor			MAY to JUNE 2024	CITY HEALTH OFFICE
1	panel	Window Blinds 50x93cm		
1	panel	Window Blinds 135x93cm		
1	panel	Window Blinds 77x68cm		
1	panel	Window Blinds 108x68cm		
2 <sup>nd</sup> Floor				
1	panel	Window Blinds 208x83cm		
1	panel	Window Blinds 106x55cm		
2	panel	Window Blinds 108x55cm		
1	panel	Window Blinds 77x64cm		
1	panel	Window Blinds 34x47cm		
1	panel	Window Blinds 79x64cm		
3 <sup>rd</sup> Floor				
1	panel	Window Blinds 157x55cm		

1	panel	Window Blinds 99x55cm		
2	panel	Window Blinds 108x55cm		
1	panel	Window Blinds 102x55cm		

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 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 Competitive/ Public Bidding), and present by the Buyer with the assistance of the End- user (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)/ Delivery Order Contract (DOC), No Delivery” Policy and comply with the delivery period.
2. The Delivery Period shall be from May to June 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.

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.

**IV.DELIVERABLES BY THE SUPPLIER/ CONTRACTOR AND THE CITY GOVERNMENT**

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

- a. Provide the quantity of items 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 month.
- b. End- user shall monitor the delivery of requirements.
- 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:



**HOMER S. CRUZ**  
Procurement Officer/ End- user

Approved by:

**ROWENA L. SALAS, MD**  
City Health Officer II

<b>CONFORME:</b>
_____ Signature over Printed Name
_____ Date

**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.