



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 CAdminO-Business License and Permit Division in the City of San Fernando, Pampanga**  
Location of the Project : **City Administrator's Office - Business License And Permit Division**

\_\_\_\_\_  
Company Name Date : **Apr 24, 2024**  
PR No. : **2024-04-00743**  
\_\_\_\_\_  
Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, April 30, 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	unit(s)	High Back Chair, leatherette with gas lift and tilting mechanism			
2	18	pc(s)	Clerical Chair with armrest with gas lift, customize fabric			
3	4	unit(s)	120 Wx70Dx75H Price includes-wi drawer and laminated top Office table w/ keyboard tray steel frame			
<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 Furniture to be used at the CAdminO-Business License and Permit Division in the City of San Fernando, Pampanga

#### I. BACKGROUND

Pursuant to R.A. No. 7160 otherwise known as the Local Government Code of 1991 particularly Section 444(b)(1) provides that the Chief Executive shall exercise general supervision and control over all programs, projects, services, and activities of the local government.

In the Office of the City Administrator's Office – Business License and Permit Division of the City Government of San Fernando, Pampanga, shall carry out functions by providing quality business regulations services to the taxpayers as mandated by Ordinance No. 2017-033 Enacting the 2017 Revised Revenue Code and Market Code of the City of San Fernando, Pampanga.

The Business License and Permit Division strives to provide efficient, effective and timely provision and delivery of basic services in compliance with the provisions of Republic Act 11032, known as the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018" and JMC No. 01 Series of 2021 "Guidelines for Processing Business Permits, Related Clearances and Licenses in All Cities and Municipalities", which aims to streamline the current systems and procedures of government services, hence, the supply and delivery of furniture for year 2024 is necessary.

#### II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Furniture to be used at the Business License and Permit Division in the City of San Fernando, Pampanga, is included in the PPMP with Ref. No. 2024-2070 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of P 275,000.00

#### III. OBJECTIVES

The objectives are as follows:

- a. To ensure that all needed office furniture needed at the office are complete;
- b. To ensure uninterrupted flow of operation through availability of office furniture for all employees of the office; and
- c. To provide customer satisfaction

#### IV. TERMS AND CONDITION

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
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4	unit	120 Wx70Dx75H; Price includes-w/ drawer and laminated top; Office table w/ keyboard tray steel frame	June 01, 2024	GSO Central Storage, New Public Market, Del Pilar, CSFP
18	Pcs.	Clerical Chair with armrest with gas lift, customize fabric		
1	unit	High Back Chair, leatherette with gas lift and tilting mechanism		

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 of the procurement schedule including this TOR duly signed by the end-user and conformed 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 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.

a. 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 June 01, 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 meals and to immediately notify the supplier/ contractor in case of any concerns before the acceptance.



b. Inspection and Acceptance

1. The End- user shall accept the delivery with the (1) delivery receipts, and submit immediately to the Inspector or CGSO- PSMD together with the (2) attendance sheet/s as part of the utilization where the quantity of the delivery is the same as the number of attendees and photo documentation of the delivery.

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 SERVICE PROVIDER AND THE CITY GOVERNMENT**


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

- Provide the quantity of furniture being required by the project/ program; and
- 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 delivery regardless if the delivery is per month or Ordering Agreement.
- 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:

  
**JENALYN Y. GONZALES**  
Procurement Officer  
649-8540 loc 162/167

CONFORME:
Signature over Printed Name
Date

Noted by:

  
**SALVADOR S. CARIÑO, JR., MPA**  
BLPD Chief

*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.*