



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 Office Furniture to be used as replacement of existing unserviceable and dilapidated ones at the City Legal Office, City of San Fernando, Pampanga**

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

Company Name

Address

Date : **May 30, 2024**

PR No. : **2024-05-00988**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, June 4, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Rachelle M. Pangilinan

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	7	unit(s)	Modular Office Table L-Shape with side drawer/cabinet, cord/cable hole Maximum Size: 140x120x75 Material: Metal and Medium-density fiberboard Finish: Matte Color: Grayish Wood			
2	7	unit(s)	High Back Office Chair Color: Black Material: Upholstered seat and back w/ PU leather, chrome base & nylon wheel caster Features: Butterfly mechanism, adjustable seat height Swivel 360 degrees, tilt locking at 90-135 degrees angle Weight capacity: 100kgs			
3	1	unit(s)	High-Back Executive Office Chair with Footrest, PU Leather Computer Chair with Reclining Function and Armrest, Ergonomic Office Chair Color: Black			



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

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			Product dimensions: 27.25"D x 25.5"W x 46"H (69.2 x 64.8 x 116.8 cm) Size: 25.5D x 27.25W x 50H in (64.8 x 69.2 x 127 cm) Back Style: Cushion Back Weight capacity: 100kgs			
4	1	unit(s)	Executive Table L-Shape with drawers and back cabinets) Length interval of the table with cabinet: maximum of 184cm x296cm			
5	8	unit(s)	Three-Sided Cubicles/Partition for Office Tables Type: Metal, Glass and Two-Tone Fabric Size: 140cm and 70x 120cm (left and right side table part) Maximum Height: 130cm Same size with the Modular Office Table (1st Item)			
6	1	unit(s)	Two-Sided Cubicles/Partition with door Type: Metal, Glass and Two-Tone Fabric Size: 220 and 240 cm (left and right-side table part) Maximum Height: 180cm			
7	1	pc(s)	Three-Seater Sofa (Fabric) Color: Dark Gray			
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



CITY LEGAL OFFICE
City Government of San Fernando, Pampanga



TERMS OF REFERENCE

“Supply and Delivery of Office Furniture to be used as replacement of existing unserviceable and dilapidated ones at the City Legal Office, 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 City Government of San Fernando, Pampanga, the City Legal Office is mandated by law to carry out functions relative to the legal services such as preparation of legal documents, provision of legal advice, review and submit recommendations/legal opinions on Memorandum of Agreement, Contracts, etc. referred to, cause investigations to erring government employees, represent the local government unit in all civil actions and special proceedings wherein the local government unit or any official thereof, is a party and other legal services provided by the office;

Meanwhile, the City Legal Office, shall carry out functions as mandated by law, as mentioned above, hence, the proposal for the **Supply and Delivery of Office Furniture to be used as replacement of existing unserviceable and dilapidated ones at the City Legal Office, City of San Fernando, Pampanga** for the year 2024.

II. BUDGETARY REQUIREMENT

The budgetary requirement for the **Supply and Delivery of Office Furniture to be used as replacement of existing unserviceable and dilapidated ones at the City Legal Office, City of San Fernando, Pampanga** for the year 2024 is included in the PPMP with the Ref. No. 2024-2363 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **SEVEN HUNDRED FIFTY NINE THOUSAND SEVEN HUNDRED FIFTY PESOS (P 759,750.00)**.

III. OBJECTIVES

The objective of the **Supply and Delivery of Office Furniture to be used as replacement of existing unserviceable and dilapidated ones at the City Legal Office, City of San Fernando, Pampanga** for the year 2024 is to replace the timeworn and supplement the furniture in the City Legal Office.

IV. 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
7	Unit	Modular Office Table L-Shape with side drawer/cabinet, cord/cable hole Maximum Size: 140x120x75 Material: Metal and Medium-density fiberboard Finish: Matte Color: Grayish Wood	June to July 2024	LGU-CGSO Central Storage, CSFP
7	Unit	High Back Office Chair Color: Black Material: Upholstered seat and back w/ PU leather, chrome base & nylon wheel caster Features: Butterfly mechanism, adjustable seat height Swivel 360 degrees, tilt locking at 90-135 degrees angle Weight capacity: 100kgs	June to July 2024	LGU-CGSO Central Storage, CSFP
1	Unit	High-Back Executive Office Chair with Footrest, PU Leather Computer Chair with Reclining Function and Armrest, Ergonomic Office Chair Color: Black Product dimensions: 27.25"D x 25.5"W x 46"H (69.2 x 64.8 x 116.8 cm) Size: 25.5D x 27.25W x 50H in (64.8 x 69.2 x 127 cm) Back Style: Cushion Back Weight capacity: 100kgs	June to July 2024	LGU-CGSO Central Storage, CSFP
1	Unit	Executive Table L-Shape with drawers and back cabinets) Length interval of the table with cabinet: maximum of 184cm x296cm	June to July 2024	LGU-CGSO Central Storage, CSFP
8	Unit	Three-Sided Cubicles/Partition for Office Tables Type: Metal, Glass and Two-Tone Fabric Size: 140cm and 70x 120cm (left and right side table part) Maximum Height: 130cm Same size with the Modular Office Table (1st Item)	June to July 2024	LGU-CGSO Central Storage, CSFP
1	Unit	Two-Sided Cubicles/Partition with doors Type: Metal, Glass and Two-Tone Fabric Size: 220 and 240 cm (left and right-side table part) Maximum Height: 180cm	June to July 2024	LGU-CGSO Central Storage, CSFP
1	Unit	Smart Television Android Television • 50" • 4K UHD • Andriod and Google TV • Dolby Audio	June to July 2024	LGU-CGSO Central Storage, CSFP

		<ul style="list-style-type: none"> • USB, HDMI, Audio-Video output-input • with remote control • with wall bracket 		
1	Pc	Three-Seater Sofa (Fabric) Color: Dark Gray	June to July 2024	LGU-CGSO Central Storage, CSFP

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 transaction 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 to supply the requirements upon issuance of DOC.
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 on June 2024 and the contract shall end by the end of July 2024. By the end of the contract, the end- user can no longer prepare Order List and no DOC will be issued for the purpose.
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.

V. DELIVERABLES BY THE SUPPLIER/ CONTRACTOR AND THE CITY GOVERNMENT

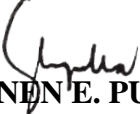
The deliverables of the supplier/ contractor shall be as follows:

- 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/ contractor i.e., 15 days after the delivery.
- b. End- user shall monitor the delivery.
- c. The Procurement Officer shall assist in the monitoring and on- time payment of the supplier/ contractor.
- 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:


SHANNEN E. PUEBLA
Procurement Officer/ End- user

Recommending approval:


ATTY. CORNELIO R. TALLADA, JR.
City Attorney IV

Approved by:


ATTY. JOSE ELMER Y. TEODORO
City Legal Officer

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.