



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 at the City Budget Office in the City of San Fernando, Pampanga**
Location of the Project : **City Budget Office**

Company Name _____ Date : **Jul 8, 2024**
PR No. : **2024-07-01227**
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, July 15, 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	2	pc(s)	Steel Cabinet Swing Glass Door Electrostatic Powder Coated Finish Adjustable Shelves 2 sliding glass door with keys 1mm steel thickness Heavy duty rack light gray Size 90Wx40Dx185Hcm			
2	8	pc(s)	Office Table system unit bin with ventilation w/ 3 side drawers with safety code keyboard tray Elevated table top with grommet Dimension 140x70x76cm			
3	8	pc(s)	Office Chair High back PU Microfiber leather covered on the back seat pp arms butterfly seat plate			
4	5	pc(s)	Vertical filing cabinet 4 layers steel ball bearing with file divider central locking system Dimension 46Wx62Dx 140hcm			
5	1	pc(s)	Steel Cabinet Swing Glass Door Electrostatic Powder Coated Finish Adjustable Shelves 3 Shelves adjustable light gray Size 90Wx40Dx185Hcm			
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 OFFICE FURNITURES TO BE USED AT THE CITY BUDGET OFFICE 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.

To realize the City's vision to be the Model City of Countryside Development by 2025 and in line with the City Budget Office's mission to have a highly institutionalized budget process & strict implementation of the allotment system, the supply and delivery of office furniture's to be used for the year 2024 is being proposed.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Furniture's to be used at the City Budget Office of the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2024-2450 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **THREE HUNDRED EIGHTY FOUR THOUSAND FOUR HUNDRED PESOS (P 384,400.00)**.

III. OBJECTIVES

The objectives of the Supply and delivery of Office Furniture's to be used at the City Budget Office of the City of San Fernando, Pampanga.

To support employees in their task effectively and comfortably, and ensure the continuous efficiency active performance of the Department.

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
2	pcs	Steel Cabinet Swing Glass Door Electrostatic Powder Coated Finish Adjustable Shelves 3 Shelves adjustable light gray Size 90Wx40Dx185Hcm Size 90Wx40Dx185Hcm	10 days after issuance of Purchase Order	City Central Storage, New Public Market, Brgy. Del Pilar, CSFP
8	pcs	Office Table system unit bin with ventilation w/ 3 side drawers with safety code keyboard tray Elevated table top with grommet Dimension 140x70x76cm Dimension 140x70x76cm		
8	pcs	Office Chair High back PU Microfiber leather covered on the back seat pp arms butterfly seat plate butterfly seat plate		

5	pcs	Vertical filing cabinet 4 layers steel ball bearing with file divider central locking system Dimension 46Wx62Dx 140hcm Dimension	10 days after issuance of Purchase Order	City Central Storage, New Public Market, Brgy. Del Pilar, CSFP
1	pc	Steel Cabinet Swing Glass Door Electrostatic Powder Coated Finish Adjustable Shelves 2 sliding glass door with keys 1mm steel thickness Heavy duty rack light gray Size 90Wx40Dx185Hcm		

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 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 from **10 days after issuance of Purchase Order.**
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 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 acceptance of the former.
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 Office Furniture's 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:


LORNA T. RODRIGUEZ
Procurement Officer

Approved by:


RIZZEL Y. MANGILIT
City Budget Officer

CONFORME:
_____ 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.