



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 for the STI/HIV/AIDS Prevention Control Program: Establishment of HIV/AIDS Core Team Facility (HACT) of the City Health Office in the City of San Fernando, Pampanga**

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

Company Name \_\_\_\_\_ Date : **Sep 4, 2024**

Address \_\_\_\_\_ PR No. : **2024-08-01612**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Wednesday, September 11, 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

### Lot 1 - Office Furniture

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
1	2	pc(s)	Leather Sofa 3-Seater, Pure Uratex Foam 4 inches black in colour			
2	2	pc(s)	Adjustable Stool Chair Round black in colour with stainless steel legs and 360. rotation			
3	2	pc(s)	Gang Chair 4-Seater Metal Chrome Stainless Arm Size: 230*66*75cm Materials: Metal Steel with Powder Coating Weight Capacity: 150kg/seat			
4	3	pc(s)	Office Steel Table 80x120x140 cm K-type table base, carbon steel frame, stable load bearing and carbon fiber tabletop, curved appearance for immersive experience and ergonomic design, K-shaped table legs have a stable structure and rounded corner grinding			
5	3	pc(s)	Office Chair with Armrest 65x60x125 cm Ergo dynamic Leather High Back Executive Office Chair, Pneumatic height adjustment, 320mm Chromed steel base, Tilt lock Mechanism			
<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 for the STI/HIV/AIDS Prevention Control Program: Establishment of HIV/AIDS Core Team Facility (HACT) of the City Health Office in the City of San Fernando, Pampanga**

#### **I. BACKGROUND**

Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS) is a disease that recognizes no territorial, social, political and economic boundaries, and has no known cure up to this day where the gravity of its threat demands strong state of action.

Although most HIV infection cases have turned up in major urban areas nationwide, almost all the provinces in the country's 17 regions are reporting HIV cases. In the City of San Fernando, there is an increase number of HIV positive detected as reported by the department of health as of December 2023 with a total number of 488 from 1984 to present. There are two HIV treatment facilities catering people living with HIV (PLHIV) in the city namely Bahay Lingad and Youth Center for AIDS Prevention (YCAP). The ratio of having a HACT facility in one city/municipality is 1 facility to 200 PLHIV, on the data mentioned above, Bahay Lingad and YCAP are not adequate to cater all these patients. The need of establishing HIV HACT facility in the city is to decongest the patients at Bahay Lingad and YCAP, and to cater all Fernandinos suffering from the disease/illness.

#### **II. BUDGETARY REQUIREMENT**

Supply and Delivery of Furniture to be used for the STI/HIV/AIDS Prevention Control Program: Establishment of HIV/AIDS Core Team Facility (HACT) of the City Health Office in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2024-2702 and already included in the Annual Procurement Plan of the City Government in the amount of NINETY-EIGHT THOUSAND THREE HUNDRED PESOS (P98,300.00).

#### **III. OBJECTIVES**

Supply and Delivery of Furniture to be used for the STI/HIV/AIDS Prevention Control Program: Establishment of HIV/AIDS Core Team Facility (HACT) of the City Health Office in the City of San Fernando, Pampanga are as follows:

##### **Primary Objectives:**

- Provide information about STI/HIV among Entertainment establishment workers
- Detect positive individuals for early treatment
- Decrease in the prevalence of Sexually Transmitted Diseases

##### **Secondary Objectives:**

- Provide information about STI, HIV and AIDS and how to protect one in acquiring this disease.
- Expand understanding of the epidemic situation of this problem.
- Encourage people to help and support PLHIV in our city.
- Reduce the stigma on HIV and AIDS.
- Sustain the decrease in the occurrence / transmission of Sexually Transmitted Diseases

#### **IV. TERMS AND CONDITIONS**

During the procurement 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	Piece(s)	Leather Sofa 3-Seater, Pure Uratex Foam 4 inches black in colour	OCTOBER 2024	CENTRAL STORAGE, NEW PUBLIC MARKET, BRGY DEL PILAR, CSFP
2	Piece(s)	Adjustable Stool Chair Round black in colour with stainless steel legs and 360° rotation		
2	Piece(s)	Gang Chair 4-Seater Metal Chrome Stainless Arm Size: 230*66*75cm Materials: Metal Steel with Powder Coating Weight Capacity: 150kg/seat		
3	Piece(s)	Office Steel Table 80x120x140 cm K-type table base, carbon steel frame, stable load bearing and carbon fiber tabletop, curved appearance for immersive experience and ergonomic design, K-shaped table legs have a stable structure and rounded corner grinding		
3	Piece(s)	Office Chair with Armrest 65x60x125 cm Ergo dynamic Leather High Back Executive Office Chair, Pneumatic height adjustment, 320mm Chromed steel base, Tilt lock Mechanism		

b. Procurement Process

1. For the end-user, ensure the completion of the documents in order to proceed with procurement process.
2. For the supplier/ provider, ensure the completeness of the documents being required by Bids and Awards Committee (BAC) for the procurement process on time based on 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 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), No Delivery” policy and comply within the delivery period.
2. The delivery shall be on OCTOBER 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 on-site 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.
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 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 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 and submitted by:

  
**RAZEL ANN S. MOREÑO, RN**  
TB-HIV Program Coordinator

Noted by:

  
**EMERITO D. MERCADO, MD**  
TB-HIV Program Manager

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

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.*

**For Approval**

**Leather Sofa 3-Seater**



**Adjustable Stool Chair Round**



**Gang Chair 4-Seater Metal Chrome Stainless Arm**



**Office Steel Table**



Office Chair with armrest



Approved by:

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





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 for the STI/HIV/AIDS Prevention Control Program: Establishment of HIV/AIDS Core Team Facility (HACT) of the City Health Office in the City of San Fernando, Pampanga**

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

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

Date : **Sep 4, 2024**

PR No. : **2024-08-01612**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Wednesday, September 11, 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

### Lot 2 - Steel Filing Cabinet and Shelves Steel Filing Cabinet

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
1	5	pc(s)	Steel Filing Cabinet 4 Drawers Colour: Light Gray Thickness: 21 Gauge or 0.8mm Size (cm): W=45, L=62, H=133			
2	1	pc(s)	Shelves Steel Filing Cabinet 5 Layers 90x40x180 Colour: Light Gray			
<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 Steel Filing Cabinet and Shelves Steel Filing Cabinet to be used for the STI/HIV/AIDS Prevention Control Program: Establishment of HIV/AIDS Core Team Facility (HACT) of the City Health Office in the City of San Fernando, Pampanga**

#### **I. BACKGROUND**

Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS) is a disease that recognizes no territorial, social, political and economic boundaries, and has no known cure up to this day where the gravity of its threat demands strong state of action.

Although most HIV infection cases have turned up in major urban areas nationwide, almost all the provinces in the country's 17 regions are reporting HIV cases. In the City of San Fernando, there is an increase number of HIV positive detected as reported by the department of health as of December 2023 with a total number of 488 from 1984 to present. There are two HIV treatment facilities catering people living with HIV (PLHIV) in the city namely Bahay Lingad and Youth Center for AIDS Prevention (YCAP). The ratio of having a HACT facility in one city/municipality is 1 facility to 200 PLHIV, on the data mentioned above, Bahay Lingad and YCAP are not adequate to cater all these patients. The need of establishing HIV HACT facility in the city is to decongest the patients at Bahay Lingad and YCAP, and to cater all Fernandinos suffering from the disease/illness.

#### **II. BUDGETARY REQUIREMENT**

Supply and Delivery of Steel Filing Cabinet and Shelves Steel Filing Cabinet to be used for the STI/HIV/AIDS Prevention Control Program: Establishment of HIV/AIDS Core Team Facility (HACT) of the City Health Office in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2024-2705 and already included in the Annual Procurement Plan of the City Government in the amount of SIXTY-ONE THOUSAND FOUR HUNDRED PESOS (P61,400.00).

#### **III. OBJECTIVES**

Supply and Delivery of Steel Filing Cabinet and Shelves Steel Filing Cabinet to be used for the STI/HIV/AIDS Prevention Control Program: Establishment of HIV/AIDS Core Team Facility (HACT) of the City Health Office in the City of San Fernando, Pampanga are as follows:

##### **Primary Objectives:**

- Provide information about STI/HIV among Entertainment establishment workers
- Detect positive individuals for early treatment
- Decrease in the prevalence of Sexually Transmitted Diseases

##### **Secondary Objectives:**

- Provide information about STI, HIV and AIDS and how to protect one in acquiring this disease.
- Expand understanding of the epidemic situation of this problem.
- Encourage people to help and support PLHIV in our city.
- Reduce the stigma on HIV and AIDS.
- Sustain the decrease in the occurrence / transmission of Sexually Transmitted Diseases

#### **IV. TERMS AND CONDITIONS**

During the procurement 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
5	Piece(s)	Steel Filing Cabinet 4 Drawers Colour: Light Gray Thickness: 21 Gauge or 0.8mm Size (cm): W=45, L=62, H=133	OCTOBER 2024	CENTRAL STORAGE, NEW PUBLIC MARKET, BRGY DEL PILAR, CSFP
1	Piece(s)	Shelves Steel Filing Cabinet 5 Layers 90x40x180 Colour: Light Gray		

b. Procurement Process

1. For the end-user, ensure the completion of the documents in order to proceed with procurement process.
2. For the supplier/ provider, ensure the completeness of the documents being required by Bids and Awards Committee (BAC) for the procurement process on time based on 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 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), No Delivery” policy and comply within the delivery period.
2. The delivery shall be on OCTOBER 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 on-site 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.
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 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 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 and submitted by:

  
**RAZEL ANN S. MOREÑO, RN**  
 TB-HIV Program Coordinator

Noted by:

  
**EMERITO D. MERCADO, MD**  
 TB-HIV Program Manager

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

<p>CONFORME:</p>  <hr style="width: 80%; margin: 0 auto;"/> <p style="text-align: center;">Signature over Printed Name</p>  <hr style="width: 80%; margin: 0 auto;"/> <p style="text-align: center;">Date</p>
---

*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.*

**For Approval**

**Steel Filing Cabinet 4 Drawers**



**Shelves Steel Filing Cabinet 5 Layers**



Approved by:

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