



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 City Civil Registrar's Office in the City of San Fernando, Pampanga**
Location of the Project : **City Civil Registry Office**

Company Name
Date : **Sep 4, 2024**
PR No. : **2024-09-01658**

Address

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

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
Table						
1	19	pc(s)	Clerical (Long) table -120Wx70Dx75H(cm) -Laminated top -steel frame			
2	3	pc(s)	Executive table - 5 cm table top thickness - HDF Board in HPL/PVC finish - with mobile drawer legs - side cabinet with doors cabinet - cabinet open shelve - size 160x800x75cm - Color: oak haspe			
Chair						
3	5	pc(s)	High chair - 50H x 50W cm - padded seat - metal frame			
4	3	pc(s)	Executive chair - with arm rest - heavy duty - gas lift - customizable black fabric - reclining			
5	16	pc(s)	Clerical chair -with arm rest -Heavy duty -Gas lift -customize black fabric			
Cabinet						
6	19	pc(s)	Mobile Cabinet -3 layers movable drawer			



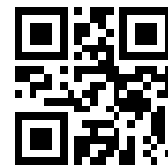
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in the City of San Fernando, Pampanga**

Location of the Project : **City Civil Registry Office**

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			-Dimensions: 40W x 56.5D x 65.5H(cm) -with 3 drawers including 1 central lock -1 pen tray and 1 file divider -5 swivel castors built for ease on mobility -Material: powder-coated steel -weight: 14kgs			
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 TABLES AND CHAIRS TO BE USED AT THE CITY CIVIL REGISTRY OFFICE IN THE CITY OF SAN FERNANDO, PAMPANGA .

I. BACKGROUND

The City Civil Registry Office of the City Government of San Fernando (P), defines civil registration as the continuous, permanent and compulsory recording of vital events occurring in the life of an individual such as birth, marriage and death, as well as all court decrees, and legal instruments affecting his civil status in appropriate registers as mandated by Act No. 3753, the Civil Registry Law of the Republic of the Philippines.

It is a fundamental responsibility carried out by the states through its citizens and qualified authorities whose collective reports become official records from which important milestones in person's life is documented.

Meanwhile, the City Civil Registry Office, shall carry out functions as mandated by law such as to establish and execute internal controls over the department's operational procedures, ensure compliance on standards and procedures prescribed by governing laws, other policies, prepare administrative related reports and documents in compliance with or as required by other departments/ offices, among others.

II. BUDGETARY REQUIREMENT

The budgetary requirement for the Supply and Delivery of OFFICE TABLES and CHAIRS to be used at the City Civil Registry Office in the City of San Fernando, Pampanga is included in the PPMP with the **Ref. No. 2024-2489** which is in the amount of **SEVEN HUNDRED SEVENTY SIX THOUSAND PESOS (=P= 776,000.00)**

III. OBJECTIVES

1. To provide ergonomic and functional furniture for the City Civil Registrar's Office.
2. To improve the comfort and efficiency of staff members during their work hours.
3. To create a professional and welcoming atmosphere for clients and visitors.

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
19	pcs	Mobile Cabinet -3 layers movable drawer -Dimensions: 40W x 56.5D x 65.5H(cm) -with 3 drawers including 1 central lock -1 pen tray and 1 file divider -5 swivel castors built for ease on mobility -Material: powder- coated steel	September to December 2024	Central Storage, New Public Market, Brgy. Del Pilar, CSFP

16	pcs	Clerical chair -with arm rest -Heavy duty -Gas lift -customize black fabric		
3	pcs	Executive chair - with arm rest - heavy duty - gas lift - customizable black fabric - reclining		
5	pcs	High chair - 50H x 50W cm - padded seat - metal frame		
3	pcs	Executive table - 5 cm table top thickness - HDF Board in HPL/PVC finish - with mobile drawer legs - side cabinet with doors cabinet - cabinet open shelve - size 160x800x75cm - Color: oak haspe		
19	pcs	Clerical (Long) table -120Wx70Dx75H(cm) -Laminated top -steel frame		

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 from SEPTEMBER to DECEMBER 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 quality/quantity of the office supplies 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:



PATRICK GERALD A. MENDOZA
Procurement Officer

Approved by:



RIMANDO E. UMALI
City Civil Registrar

CONFORME:

Signature over Printer 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.*