



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 6ft Solid Top Nesting Table to be used for the various Programs & Activities of the City Government of San Fernando, Pampanga**
Location of the Project : **City General Services Office - Utility and Maintenance Services Division**

Company Name
Date : **Sep 24, 2024**
PR No. : **2024-09-01764**

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, October 1, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, 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	50	pc(s)	6 ft. Solid Top Nesting Table Specs: Durable Surface: Solid nesting table top made with high density polyethylene (HDPE) plastic Steel Frame: Rust-Resistance Legs and Brace Arms Broad Stance: Creates superior stability - Reinforced w/ a legs brace Foot Caps: Protect your floors from damage and scuffs Dimensions: Open: 75in. Lx30in Wx24 H36in Folded: Lx72in Wx30in H2.1in Color: White			
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 6FT SOLID NESTING TABLES TO BE USED FOR THE VARIOUS PROGRAMS AND ACITIVITIES OF THE CITY GOVERNMENT OF SAN FERNANDO, PAMPANGA.

I. BACKGROUND

Pursuant to R.A. No. 7160 otherwise known as the Local Government Code of 1991 particularly Section 444a(b)(1) provides that the Local Chief Executive shall exercise general supervision and control over all programs, project, services and activities of the Local Government. As stated in the Section 2 of the Presidential Decree No. 1445 otherwise known as the State Auditing of the Philippines, that "all resources of the government shall be managed, expended or utilize in accordance with laws, regulations and safeguarded against loss or wastage through illegal or improper disposition with the view of ensuring the economy, efficiency and effectiveness in the operation of the government".

In the City Government of San Fernando, Pampanga the City General Services-Utility and Maintenance Services Division, is mandated by laws to carry out functions relative to Utility and Maintenance that aims to address the requirement of the different department/offices of the City Government in terms of logistical needs. That being the case, this office is proposing for the provision of 6ft. Plastic Table Long to be used for the various programs and activities of the City Government of San Fernando, Pampanga.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of 6ft Solid Top Nesting Table to be use for the various programs and activities of the City Government of San Fernando, Pampanga is included in the PPMP with Ref. NO. 2024-2107, which is in the amount THREE HUNDRED SEVENTY FIVE THOUSAND PESOS (P375,000.00).

III.OBJECTIVES

1. To ensure availability of Tables to be used for the various programs and activities of the City Government.
2. To provide quality service.

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

Quantity	Unit	Item Description/Specification	Delivery Date	Location
50	Pc(s)	6ft Solid Top Nesting Table Specs: Durable Surface: Solid nesting table top made with high density polyethylene (HDPE) Plastic Steel Frame: Rust=Resistance Legs and Brace Arms Broad Stance: Creates superior stability-Reinforced w/ a legs brace Foot Caps: Protect your floors from damage and scuffs Dimensions: Open: 75in. Lx30in Wx24 H36in Folder: Lx72 Wx30in H2.lin Color: White	Within 20 days upon issuance of NTP	Central Storage Del Pilar

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 within 20 days upon the issuance of NTP.
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 upon approval of PO.
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 specification, 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 concern before the acceptance.

d. 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.

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 6ft Solid Top Nesting Table 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:


ROLANDO D. LOPEZ
UMSD Procurement Officer

REVIEWED BY:


Engr. **ROMEL S. SALVADOR**
UMSD Head

APPROVED BY:


Engr. **MICHAEL N. QUIZON, JR.**
City General Services 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 performance of the supplier/ contractor