



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 ECCD Expansion of various Child Development Centers in the City of San Fernando, Pampanga**  
Location of the Project : **City Social Welfare and Development Office**

Company Name

Date : **Nov 6, 2024**

PR No. : **2024-11-02144**

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, November 12, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Paolo Cesar E. Areola

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	14	unit(s)	•Office Table with mobile pedestal Specifications: -Material : MDF Board, Laminated Finish, Metal Frame and Modesty -Color: Oak Gray and Beige -Dimension: W1200mm x D600mm x H750mm			
2	8	unit(s)	•Office Table with mobile pedestal Specifications: -Material: MDF Board, Laminated Finish, Metal Frame and Modesty -Color: Oak Gray and Beige -Dimension: W1400mm x D600mm x H750mm			
3	12	unit(s)	Office / Clerical Chair Specifications: -Material : Mesh Backrest + Polypropylene armrest and chrome starbase -Color: Black -Dimension: L22.5" x W19" x H34.5" – H39.25" Features: -Pneumatic Height Control -Tilting Backrest -360 Degree Swivel - 5 Post Base for Safety and Stability			
4	8	unit(s)	Junior Executive Chair Specifications: -Material: Fabric with White Stitches -Color: Black			
5	10	unit(s)	Filing Cabinet Specifications: -Ergodynamic 3 drawer vertical filing cabinet -Size:H1020*W470*D600 -Color: Light Gray			
6	2	unit(s)	Steel Filing Cabinet with Vault Specifications:			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			Features: Filing Cabinet with Vault inside Material: Metal Color: Gray Dimension: L18" x W25" x H55"			
7	200	pc(s)	Kiddie Chairs  Color: Green Material: HDPE Size: L34 x W36 x H43cm Seat Height: 28cm			
<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

attached

## TERMS OF REFERENCE

### SUPPLY AND DELIVERY OF FURNITURE TO BE USED FOR THE ECCD EXPANSION OF VARIOUS CHILD DEVELOPMENT CENTERS 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.

One of the guidelines for the expansion and / or conversion of existing day care centers (DCCs) into child development centers (CDCs) is the conformity to design parameters mandated by Administrative Order No. 29 Series of 2004, titled: Standards for Day Care, Other ECCD Centers and Service Providers (for Children Aged 0-5.11 years).

As mandated by law, the DWSD, through the City Social Welfare and Development Office is responsible in regulating programs for children through various centers operated by the local government. The LGU is able to secure additional funds for the proper operation of ECCD Centers through the special education fund under the management of the local school board.

Under the guidelines provided in the use of the special education fund for early childhood care and development centers, the purchase of furniture, furnishings, equipment, appliances, and room materials is allowed.

#### II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Furniture to be used for the ECCD Expansion of various Child Development Centers in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2024-3051 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **SEVEN HUNDRED EIGHTY-THREE THOUSAND PESOS (783,000.00)**.

#### III. OBJECTIVES

The objective of the Supply and Delivery of Furniture to be used for the ECCD Expansion of various Child Development Centers in the City of San Fernando, Pampanga are:

1. To ensure that all facilities of every Child Development Centers are conducive for learning; and
2. To ensure that the Child Development Centers have enough furniture and fixture to be used in storing materials and supplies needed by the CDT/CDWs in teaching.

#### 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
200	Pcs	Kiddie Chairs Color: Green Material: HDPE Size: L34 x W36 x H43cm Seat Height: 28cm	30 days after the issuance of Delivery Order Contract/Notice to Proceed	Central Storage, CGSO, New Public Market, Del Pilar, CSFP

2	Units	<p>Steel Filing Cabinet with Vault</p> <p>Specifications:</p> <p>Features: Filing Cabinet with Vault inside</p> <p>Material: Metal</p> <p>Color: Gray</p> <p>Dimension: L18" x W25" x H55"</p>		
10	Units	<p>Filing Cabinet</p> <p>Specifications:</p> <p>-Ergodynamic 3 drawer vertical filing cabinet</p> <p>-Size:H1020*W470*D600</p> <p>-Color: Light Gray</p>		
8	Units	<p>Junior Executive Chair</p> <p>Specifications:</p> <p>-Material: Fabric with White Stitches</p> <p>-Color: Black</p>		
12	Units	<p>Office / Clerical Chair</p> <p>Specifications:</p> <p>-Material : Mesh Backrest + Polypropylene armrest and chrome starbase</p> <p>-Color: Black</p> <p>-Dimension: L22.5" x W19" x H34.5" – H39.25"</p> <p>Features:</p> <p>-Pneumatic Height Control</p> <p>-Tilting Backrest</p> <p>-360 Degree Swivel</p> <p>- 5 Post Base for Safety and Stability</p>		
8	Units	<p>•Office Table with mobile pedestal</p> <p>Specifications:</p> <p>-Material: MDF Board, Laminated Finish, Metal Frame and Modesty</p> <p>-Color: Oak Gray and Beige</p> <p>-Dimension: W1400mm x D600mm x H750mm</p>		
14	Units	<p>•Office Table with mobile pedestal</p> <p>Specifications:</p> <p>-Material : MDF Board, Laminated Finish, Metal Frame and Modesty</p> <p>-Color: Oak Gray and Beige</p> <p>-Dimension: W1200mm x D600mm x H750mm</p>		

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 Purchase Order (PO).
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 30 days after the issuance of Delivery Order Contract/Notice to Proceed.
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 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 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 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:

  
**MARICENNE KRIZETTE R. GA**  
Administrative Officer II

Approved by:

  
**CANNETH C. MANGALUS**  
Acting CSWD 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.*