



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 Combi-Blinds to be used at the City Mayor's Office in the City of San Fernando, Pampanga**  
Location of the Project : **City Mayor's Office**

Company Name \_\_\_\_\_ Date : **Nov 12, 2024**  
PR No. : **2024-11-02197**  
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, November 18, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga.**

Canvassed by: \_\_\_\_\_ Approved by: \_\_\_\_\_  
  
Monalyn M. Aquino  
Administrative Aide VI (Buyer II)  
  
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	3	set(s)	Combi Blinds for Waiting Area W102 x H74			
2	2	set(s)	1st Floor Conference Room W102 x H74			
3	6	set(s)	1st Floor CIO Room W102 x H74			
4	1	set(s)	CR Room (1st Floor) W32 x H31			
5	1	set(s)	1st Floor Maintenance Room W102 x H74			
6	2	set(s)	2nd Floor Staff Office W102 x H74			
7	1	set(s)	Comfort Room (2nd Floor) W32 x H31			
8	2	set(s)	Conference Room (3rd Floor) W102 x H74			
9	8	set(s)	Wedding Room (3rd Floor) W102 x H74			
10	4	set(s)	3rd Floor Staff Office W102 x H74			
11	1	set(s)	3rd Floor Staff Office W57 x H74			
12	1	set(s)	3rd Floor Staff Office W80 x H106			
<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

Project Title : **Supply and Delivery of Combi-blinds to be used in the City of San Fernando, Pampanga**

Project Location: **City of San Fernando, Pampanga**

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### **Background:**

The combi-blinds to be used at the City Mayor's Office contribute to a working environment that improves the effectiveness of the employees and results in productive and excellent outputs that will be beneficial for the city government. Improving the work conditions and environment will result in a conducive workplace and also motivate individuals to do their assigned tasks accordingly. The office design will also be enhanced for a warm and welcoming area so that the clients will be comfortable processing their requests and transactions at the City Mayor's Office.

### **Objective/s**

- To improve the effectiveness of the employees, which results in productive and excellent outputs that will be beneficial for the city government.
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### **Budgetary Requirements:**

The Approved Budget for the Supply and Delivery of Meals to be served during the **Supply and Delivery of Combi-blinds to be used in the City of San Fernando, Pampanga** is included in the PPMP with Reference Number 2024-3268 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of P550,890.00 amount in figure or Five Hundred Fifty Thousand, Eight Hundred Ninety Pesos amount in words.

### **Minimum Requirement for the Supplier**

1. The Supplier must ensure the specifications and schedule of requirements indicated in the Purchase Order.
2. The concerned office thru the Designated Procurement Officer will inform the supplier for the whole details of the delivery at least 1 – 2 days before the event to provide the order as per approved Delivery Order Contract and Order List.
3. The supplier must be open for any changes and cancellation of orders for the unforeseen circumstances.
4. The supplier must be compliant with the IATF Health and Safety Protocols.
5. The Supplier must follow the procurement, delivery and inspection procedure set by the City Government of San Fernando, Pampanga for procured good and services.

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**Deliverables by the Supplier and City Government**

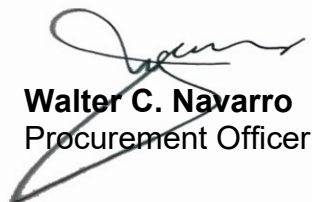
The deliverables of the supplier shall be as follows:

- a. Provide the quantity of the 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 i.e., 15 days after delivery regardless if the delivery is per month or Ordering Agreement.
- b. End- user shall monitor the delivery and completeness of requirements and documents to avoid delays.
- 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:

  
**Walter C. Navarro**  
Procurement Officer

Noted by:

  
**REYMUNDO M. HIPOLITO JR.**  
Chief of Staff

Conforme:

\_\_\_\_\_  
Signature Above 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.*