



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 Fernandino Assessment and Skills Training Center (FAST-C) of the City Public Employment Service Office in the City of San Fernando, Pampanga**

Location of the Project : **City Public Employment Services Office**

Company Name

Date : **Nov 27, 2024**

PR No. : **2024-11-02311**

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, December 2, 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	2	pc(s)	Rolling White Board on Wheels 120 X 90, Double-Sided Magnetic Large Rolling Whiteboard Dry Erase Board with Stand			
2	8	pc(s)	Steel Cabinet Material: Powder-coated in light gray finish Color: Light Gray Dimension: L900 x D400 x H1850 mm Gauge: 22mm			
3	20	pc(s)	Office Table Dimensions: BM-5610 – L 100cm x W 50cm x H 75cm BM-5612– L 120cm x W 60cm x H 75cm Colors: Gray All-Melamine Finish Boards. 30mm top. Central Lock side-drawers.			
4	10	unit(s)	Wooden Cutting Table Width: 1.5m x 2m long Height: 36 inches Wood Type: Solid wood or heavy-duty composite materials are preferred for durability and stability Finish: A smooth, sealed finish helps protect the wood and provides a smooth surface for cutting fabric Shelves and Drawers: Built-in storage solutions like shelves and drawers can help keep your workspace organized Under-table Storage: Additional storage space under the table for fabric rolls and tools			
5	25	pc(s)	Stool For Dress Maker ROUND SEAT HEIGHT: 60CM			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			SEAT DIAMETER: 30CM TO 35CM SEAT DIAMETER MATERIAL: SOLID WOOD			
6	2	pc(s)	Wooden Cabinet with sliding door (Display Cabinet) Width: 120 cm Depth: 40 cm Height: 180 cm Doors: Sliding Mechanism: Smooth sliding doors for easy access. Glass Type: Tempered glass (clear) Material: Wood Lockable Door			
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 FURNITURES TO BE USED FOR FERNANDINO ASSESSMENT AND SKILLS TRAINING CENTER OF THE CITY PUBLIC EMPLOYMENT SERVICES OFFICE 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.

In the City Government of San Fernando, Pampanga, the City Employment Service Division (CESD) also known as Public Employment Service Office (PESO) is one of the divisions under the City Administrator's Office. The creation of the City Employment Service Division (CESD) under the City Ordinance 2009-016 is a non-fee charging multi-dimensional employment service facility or entity established in all Local Government Units (LGUs) in coordination with the Department of Labor and Employment (DOLE) pursuant to R.A. No. 8759 or the PESO Act of 1999 as amended by R.A. No. 10691. The CESD/PESO will conduct the Fernandino Assessment and Skills Training Center.

II.BUDGETARY REQUIREMENT

The budgetary requirement for the Supply and Delivery Furnitures to be used for the Fernandino Assessment and Skills Training of the City Public Employment Service Office in the City of San Fernando, Pampanga is included in the PPMP with the Ref. No. **2024-3389** and already included in the Annual Investment Plan (AIP) of the City Government, which is in the amount of **EIGHT HUNDRED NINETY THOUSAND FOUR HUNDRED SEVENTY FIVE PESOS (P890,475.00)**

III. OBJECTIVES

The objectives of the Supply and Delivery of Furnitures to be used for the Fernandino Assessment and Skills Training of the City Public Employment Service Office in the City of San Fernando, Pampanga are as follows:

1. To ensure that materials are served during the activity considering that it is a policy of the City Government that provision of materials is allowed if the duration of the meeting is more than four (4) hours; and
2. To ensure the continuous efficiency and active participation of the employer's, guest and working group.
3. To provide customer satisfaction

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
2	pcs	Rolling White Board on Wheels 120 X 90, Double-Sided Magnetic Large Rolling Whiteboard Dry Erase Board with Stand	December 2024	CGSU Central Storage
8	pcs	Steel Cabinet Material: Powder-coated in light gray finish Color: Light Gray Dimension: L900 x D400 x H1850 mm Gauge: 22mm		
20	Pcs	Office Table Dimensions: BM-5610 – L 100cm x W 50cm x H 75cm BM-5612– L 120cm x W 60cm x H 75cm Colors: Gray All-Melamine Finish Boards. 30mm top. Central Lock side-drawers.		
10	Pcs	Wooden Cutting Table Width: 1.5m x 2m long Height: 36 inches Wood Type: Solid wood or heavy-duty composite materials are preferred for durability and stability Finish: A smooth, sealed finish helps protect the wood and provides a smooth surface for cutting fabric Shelves and Drawers: Built-in storage solutions like shelves and drawers can help keep your workspace organized Under-table Storage: Additional storage space under the table for fabric rolls and tools.		

25	pcs	Stool For Dress Maker ROUND SEAT HEIGHT: 60CM SEAT DIAMETER: 30CM TO 35CM SEAT DIAMETER MATERIAL: SOLID WOOD		
2	pcs	Wooden Cabinet with sliding door (Display Cabinet) Width: 120 cm Depth: 40 cm Height: 180 cm Doors: Sliding Mechanism: Smooth sliding doors for easy access. Glass Type: Tempered glass (clear) Material: Wood Lockable Door		

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/ provider.
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 that there are readily- available supplies upon submission of Request for Quotation (RFQ)/ Bid since delivery is anticipated upon issuance of PO/Contract.

b. 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, December 2024 and the contract shall end by the end of December 2024. By the end of the contract, the end- user can no longer prepare 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.
 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 of meals and to immediately notify the supplier/ contractor in case of any concerns before the acceptance.
- c. 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 together with the (2) attendance sheet/s as part of the utilization where the quantity of the delivery is the same as the number of attendees and photo documentation of the delivery.

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 materials needed/ 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:


JEHANNE ANGELICA S. TIAMZON
Youth Development Assistant / End- user

Approved by:


MARY ANN C. BILIWANG
Acting CPESC Manager

CONFORME:

Signature over Printed 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.