



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 Additional Furniture to be used at the Office of the City Building Official in the City of San Fernando, Pampanga**
Location of the Project : **Office of the City Building Official**

Company Name

Date :

Dec 9, 2024

PR No. :

2024-12-02377

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 16, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Lorraine Kate M. Escoto

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	1	set(s)	Conference/Dining Table Set (Smooth wood finishes) Measurements: Table Width: 110cm Depth: 75cm Height: 75.8cm Chair: Width: 43cm Depth: 48.3cm Height: 78.5cm Seat Height: 46cm Materials: E2 18mm Plain MDF table top with solid rubberwood legs Chair: Solid rubberwood legs & cushion seat with white PVC Color: White + Walnut Product Weight:			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			Table: 18.4 kgs Chair:4.4 kgs/chair Weight Capacity: Table: 50 kgs Chair: 70kgs			
2	42	unit(s)	Mobile Pedestal, AMP-01, KD, Gray Knock-down structure steel with powder coating centralized locking mechanism with pen tray and a file divider Size: H650*W400*D500MM Thickness: 0.5MM after coating			
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 ADDITIONAL OFFICE FURNITURES TO BE USED AT OFFICE OF THE CITY BUILDING OFFICIAL IN THE CITY OF SAN FERNANDO, PAMPANGA

I. BACKGROUND

Pursuant to RA No. 7160 otherwise known as the Local Government Code of 1991, particularly Section 444 provides that the Chief Executive shall exercise general supervision and control over all programs, projects, 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 utilized in accordance with laws, rules, 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 Office of the City Building Official (OCBO) of the City Government of San Fernando, Pampanga, by virtue of Ordinance No. 2018-008—An Ordinance Approving the 2018 Partial Reorganizational Structure and Staffing Pattern (PRSSP) of the City Government of San Fernando (P)—the office shall carry out functions as mandated by law, including the enforcement of the provisions of the National Building Code of the Philippines (P.D. 1096) and its Implementing Rules and Regulations (IRR), as well as circulars, memoranda, opinions, and decisions/orders issued pursuant thereto. The OCBO shall have overall administrative control and supervision over all work related to buildings and structures and shall be responsible for processing and issuing all relevant applications and certificates. Additionally, the office shall ensure that any changes, modifications, or alterations to design plans during the construction phase do not commence until the modified design plan has been evaluated and an amendatory permit has been issued.

The Office of the City Building Official strives to provide efficient, effective, and timely services in compliance with the provisions of Republic Act 11032, known as the “Ease of Doing Business and Efficient Government Service Delivery Act of 2018,” and JMC 2021-01, which amends the guidelines for streamlining processes related to the issuance of building permits and certificates of occupancy. In line with these efforts, the proposal for the supply and delivery of additional office furniture is deemed necessary for a convenient and comfortable working environment that shall improve the overall work productivity and efficiency of the employees that leads to the provision quality service.

II. BUDGETARY REQUIREMENT

The budgetary requirement for the Supply and Delivery of Additional Office Furniture to be used at the Office of the City Building Official in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2024-3495 in the City of San Fernando, Pampanga is in the amount of **THREE HUNDRED NINETY-SEVEN THOUSAND THREE HUNDRED SIXTY PESOS ONLY (P397,360.00)**.

III. OBJECTIVES

- To ensure uninterrupted flow of operational procedures through availability of office furniture/tables for a convenient and comfortable working environment.
- To improve the overall work productivity and efficiency of the employees.
- 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

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
1	Set	Conference/Dining Table Set (Smooth wood finishes) Measurements: Table Width: 110cm Depth: 75cm Height: 75.8cm Chair: Width: 43cm Depth: 48.3cm Height: 78.5cm Seat Height: 46cm Materials: E2 18mm Plain MDF table top with solid rubberwood legs Chair: Solid rubberwood legs & cushion seat with white PVC Color: White + Walnut Product Weight: Table: 18.4 kgs Chair:4.4 kgs/chair Weight Capacity: Table: 50 kgs Chair: 70kgs	30 days after the issuance of Purchase Order	LGU CSFP-Office of the City Building Official, Brgy. Sto. Rosario, CSFP
42	Units	Mobile Pedestal, AMP-01, KD, Gray Knock-down structure steel with powder coating centralized locking mechanism with pen tray and a file divider Size: H650*W400*D500MM Thickness: 0.5MM after coating	30 days after the issuance of Purchase Order	LGU CSFP-Office of the City Building Official, Brgy. Sto. Rosario, CSFP

b. Procurement Process

1. For the End- user, ensure the completion of the documents 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 confirmed 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 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. During the delivery, strictly follow the provisions enumerated in the Terms and Condition of the PO/ Contract including the Delivery Schedule, Penalty, among others.
3. 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.

4. 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 quantity of the furniture being required by the project/ program; and
- b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.

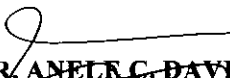
The deliverables of the City Government shall be as follows:

- a. On- time payment of the supplier/ contractor i.e., 15 days after the 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:


LIONEL ANGELO M. POLINTAN
Procurement Officer

Approved by:


ENGR. ANELK C. DAVID
Acting City Building Official

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.