



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 Teacher's Tables and Chairs to be used at the City College of San Fernando, Pampanga**  
Location of the Project : **City College of San Fernando, Pampanga**

\_\_\_\_\_  
Company Name  
Date : **Dec 9, 2024**  
PR No. : **2024-12-02419**  
\_\_\_\_\_  
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	29	pc(s)	Teacher's Tables -32mm diameter frame and the 18mm thick laminate tops -includes two drawer pedestal which can be locked for security. -Length: 1200mm -Width: 600mm -Height: 710mm			
2	29	pc(s)	Teacher's Chairs -Seat Height: 18" -Dimensions: 18.5" L x 17" W x 33" H			
<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

### SUPPLY AND DELIVERY OF TEACHER'S TABLES AND CHAIRS TO BE USED AT THE CITY COLLEGE OF SAN FERNANDO PAMPANGA

#### I.BACKGROUND

A well-defined Campus Development Plan (CDP) is essential for any higher education institution to ensure that its infrastructure and improvements align with the institution's vision and mission. For City College of San Fernando Pampanga (CCSFP), this plan is increasingly vital as the student population continues to grow.

CCSFP currently operates two campuses:

1. **Heroes Hall** This building serves nearly 2,000 BA students and has 14 lecture classrooms and 1 computer laboratory. However, it is in urgent need of repairs, including updates to tiles, gutters, and ceilings, as well as the replacement of necessary furniture, such as teachers' desks and student chairs.
2. **Civic Center** This campus accommodates approximately 1,500 students enrolled across programs in AIS, Education, and IT. It includes 15 lecture classrooms, 1 speech laboratory, 4 computer laboratories, 1 e-classroom, 1 audio-visual room (AVR), and 3 science laboratories. To meet the recommendations from ALCUCOA, additional facilities are also required.

To address these pressing needs, a new building is currently under construction, specifically designed to meet the requirements for computer laboratories and lecture classrooms. This facility will feature 6 computer labs, 1 Mac lab, and 1 network lab, showcasing CCSFP's commitment to enhancing its educational offerings and technological infrastructure. The construction is estimated to be completed on December, 2024.

#### II.BUDGETARY REQUIREMENT

The budgetary requirement for the Supply and Delivery of Teacher's Tables and Chairs to be used at the City College of San Fernando Pampanga is included in the PPMP with Ref. No. 2025-256 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of FIVE HUNDRED EIGHTY THOUSAND PESOS ONLY (Php 580,000.00).

#### III.OBJECTIVES

The objectives of the Supply and Delivery of Teacher's Tables and Chairs to be used at the City College of San Fernando Pampanga is as follows:

- To provide adequate and conducive learning and working environment

#### 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
29	pc(s)	Teacher's Tables -32mm diameter frame and the 18mm thick laminate tops -includes two drawer pedestal which can be locked for security -Length: 1200mm -Width: 600mm -Height: 710mm	January - March 2025	City College of San Fernando Pampanga
29	pc(s)	Teacher's Chairs -Seat Height: 18" -Dimensions: 18.5" L x 17" W x 33" H	January - March 2025	City College of San Fernando Pampanga

**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 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 DOC.
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 January - March 2025.
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.

**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 teacher's tables and chairs 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 delivery regardless if the delivery is per month or Ordering Agreement.
  - 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.
- a. Evaluate the performance of the supplier/ contractor and in case there is a violation to the Contract/ Agreement, prepare a Verified Report.

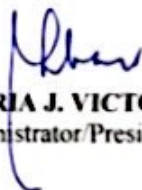
Prepared by:



**EMILIE E. LANINA, CPA, MM**  
Supervising Administrative Officer VI

CONFORME:
_____ Signature over Printed Name
_____ Date

Approved by:



**ATTY. GLORIA J. VICTORIA - BAÑAS, DPA, CESO V**  
College Administrator/President

*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.*