



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 Curtains to be used at the Executive Building in the City of San Fernando, Pampanga**
Location of the Project : **City Mayor's Office**

Company Name

Date : **Jan 15, 2025**

PR No. : **2025-01-00035**

Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Wednesday, January 22, 2025 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Jannelle D.A. Tungcab

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
Glass Curtain						
1	80	yard(s)	Color: White Near Stair: W-177 in. H-277in. Lobby: W-116.5 in. H-184 in. Mayors Room: W-107 in. H-117 in.			
Soft Black Material						
2	84	yard(s)	Near Stair: Color: Warm sand W177 in. H-277 in. Lobby: Color: Warm Sand W-116.5 in. H-184 in. Mayors Room: Color: pebble W-107 in. H-117 in.			
Accessories						
3	4	set(s)	Curtain Holder			
4	4	set(s)	Curtain tie back Holder			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
5	8	pc(s)	Curtain Rod			
Curtain Board						
6	4	set(s)	Near Stair: Color : Smoke L-177in. H-105. in. Lobby: Color: Smoke L-116.5 in H-10.5 in Mayors Room: Color: Gray L-107 in. H-10.5 in.			
7	3	pc(s)	Conference Hall W-54 in. W-102 in. W-103 in.			
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

Project Title: **Supply and Delivery of the Curtains in the Executive Building, City of San Fernando, Pampanga**

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

Background:

The Executive Building of the City of San Fernando, Pampanga, is a central governmental operation and public services for the City Mayor where necessary offices and spaces to employees and visitors reside. Since efforts to improve interior ambience, utility, and comfort within the building have become continual, the City Government views it as a necessary to acquire and install good-quality curtains in several rooms and offices in the building.

The installation of curtains will therefore serve to enhance the aesthetic appeal and privacy of the spaces while simultaneously contributing to a more professional and conducive working environment. In addition, the curtains will help in regulating natural light, hence providing improved control over glare and heat from the sun, which in turn enhances energy efficiency and ensures the comfort of the building's occupants.

As part of this objective, the City Government of San Fernando, Pampanga is in need of a supplier to obtain the necessary materials and ensure that the curtains are installed correctly. This Terms of Reference (TOR) has been prepared to detail the exact requirements, scope, and expectations in terms of supplying, delivering, and installing curtains at the Executive Building.

This initiative is part of the city's ongoing efforts to enhance its infrastructure and enhance the general working environment, thus ensuring that public offices are adequately equipped to meet the needs of the city's government employees and the residents they serve.

Objective/s

- To ensure that curtains, not only in durability and aesthetics but also function, are provided and distributed; the Executive Building will improve the appearance, privacy, and comfort. The curtains are made according to the design, material, and quality specifications from the City Government of San Fernando.
- To create a more professional, comfortable, and aesthetic workplace for employees, visitors, and government officials through the installation of curtains that will improve the existing interior design of the Executive Building.
- To provide effective solutions for light control by offering curtains that can help in managing the amount of natural light that enters the building. Furthermore, this will help in energy efficiency by controlling heat and glare from the sun, thus improving the general thermal comfort of the building.
- To meet the specifications of the Executive Building's designs and functionalities provided by the City Government, a customized set of curtains

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fitting the different space requirements such as office use, meeting, or public service should be adapted.

Budgetary Requirements:

The Approved Budget for the **Supply and delivery of the Curtains in the Executive Building, City of San Fernando, Pampanga** is included in the PPMP with Reference Number 2025-1530 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of P161,200.00 amount in figure or One Hundred Sixty One, Two Hundred Pesos amount in words.

Minimum Requirement for the Supplier

1. The Supplier must ensure the following specifications and schedule of requirements indicated in the Delivery Order List are being follows:
2. The concerned office, through the Designated Procurement Officer, will inform the supplier of the whole details of the delivery at least 1 – 2 days before the event to provide the order as per the approved Delivery Order Contract and Order List.
3. The supplier must be open to any changes and cancellation of orders in 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.

Deliverables by the Supplier and City Government

The deliverables of the supplier shall be as follows:

- a. Provide the quantity and quality of curtains 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 of 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.

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- c. The Procurement Officer shall assist in the monitoring, delivery, and payment 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.*