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 Office Furniture to be used at the Office of the Sangguniang Panlungsod in the City of San Fernando, Pampanga**

Location of the Project : **City General Services Office**

_____
Company Name

_____
Address

Date : **Sep 11, 2025**

PR No. : **2025-06-01118**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Thursday, September 18, 2025 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Joan D. Gutierrez

Approved by:

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	20	unit(s)	Workstation Table -Solo Design -4.68 Series Clear Glass (30cm) with laminated partition Panel Size: H120cmx150cm H120x160cm H120x60cm L shape Worktop size: 150x60/160x60			
2	20	unit(s)	Office Chair -High back, black leatherette -with comfortable armrest -adjustable seat height -360 swivel			
3	2	unit(s)	Conference Table 14 seater -MFC Finish/laminated top & legs -2pcs wire management box -heavy duty scratch resistant -customized coor -Size: W420 X D150 X H175 cm			
4	28	unit(s)	High Back Conference Chair -black, leatherette seat & back -padded arm rest -gas lift			
5	8	unit(s)	3 Seater Gang Chair -upholstered with cushion back and seat -steel arm & leg frame w/ chrome plated finished -powder coated, top quality steel beam			
6	20	unit(s)	4 Layer Lateral Cabinet -electrostatic -central lock with 2 keys -w/ anti tilt mechanism -3 sections slide rails Size: 132H x 90W x 45D cm Color: Light Gray			

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 Office Furniture to be used at the Office of the Sangguniang Panlungsod in the City of San Fernando, Pampanga**

Location of the Project : **City General Services Office**

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
7	10	unit(s)	Shelving Library Book -3 layer bookcase with rolling wheels			
8	2	unit(s)	Magazine rack display -multi layer magazine rack -4.6 layer shelving rack			
9	2	unit(s)	Organizer Cabinet Bookshelf -2x4 cabinet/bookcase -6 open shelves & 2 sections with doors at the bottom			
10	20	unit(s)	2 Layer Lateral Cabinet -Electrostatic powder coated gauge 20 -hanging bars in per drawer -central lock with 2 keys -with anti-tilt mechanism -3 section slide rails, light gray -Size: 72.5 H x 90W x 45D			
SP Secretary's Office						
11	1	set(s)	Office Sofa Set -1 pc 2 seater 135W x 85D x 83H cm -1 pc 3 seater 80W x 85D x 83H cm -1pc Center Table 90W x 50D x 42H cm -leatherette black, fixed seat & back cushion sofa -MDF/Furniture grade -Solid pinewood legs -color: walnutbrown			
12	1	unit(s)	Executive Table -wooden L-shape -grommet			
13	1	unit(s)	Executive Chair -highback executive chair with armrest -pvc leatherette upholstery -nylon starbase -knee tilting gaslift			
SP Session Hall						
14	13	unit(s)	Wooden Office Table -2 tone office table -3 drawer w/ safety lock, grommet -L140 x W70 x H75cm			
15	14	unit(s)	Executive Chair -black, leatherette seat & back -padded armrest, gaslift			
16	1	unit(s)	Session Hall Table -customized U-shape			
City Councilor's Office						
17	48	unit(s)	Visitor's Chair -black, leatherette			

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 Office Furniture to be used at the Office of the Sangguniang Panlungsod in the City of San Fernando, Pampanga**

Location of the Project : **City General Services Office**

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			-metal plastic arm rest -4 legged chrome base			
18	12	set(s)	Lounge Sofa Set -1pc 1 seater 109W x 85D x 83H cm -1 pc 3 seater 80W x 85D x 83H cm -1pc Center Table 90W x 50D x 42H cm -leatherette black, fixed seat & back cushion sofa -MDF/Furniture grade -Solid pinewood legs -color: walnutbrown			
19	24	unit(s)	Office Table -MDF, side drawers, grommet table -melamine scratch proof -L120 x W60 x H76cm			
20	24	unit(s)	Office chair mesh -low back mesh chair -adjustable height, 360 swivel			
21	12	unit(s)	4 Layer Lateral Cabinet -electrostatic -central lock with 2 keys -w/ anti tilt mechanism -3 sections slide rails Size: 132H x 90W x 45D cm Color: Light Gray			
22	12	unit(s)	2 Layer Lateral Cabinet -Electrostatic powder coated gauge 20 -hanging bars in per drawer -central lock with 2 keys -with anti-tilt mechanism -3 section slide rails, light gray -Size: 72.5 H x 90W x 45D			
23	12	unit(s)	Executive Table -wooden L-type -grommet -Main Table: 200x80x6cm -Side Table: 160x40x55cm			
24	12	unit(s)	High Back Executive Chair -w/ armrest, PVC leatherette upholstery -knee titling gaslift, black -heavy duty			
					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 OFFICE FURNITURE TO BE USED AT THE OFFICE OF THE SANGUNNIANG PANLUNGSOD 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 City Government of San Fernando, Pampanga, the City General Services Office-Property and Supply Management Division is mandated by law to carry out functions relative to property and supply management that aims to address the requirements of the different departments/offices of the city government, including the monitoring of the availability of office furniture and fixtures. That being the case, this office is proposing for the provision of Office Furniture at the Office of the Sangunninang Panlungsod, which is 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 Office Furniture to be used at the Office of the Sangunninang Panlungsod in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2025-2054 in the amount of **FOUR MILLION SEVEN HUNDRED SIXTY-SIX THOUSAND FOUR HUNDRED SEVENTY SIX PESOS ONLY (4,766,476.00)**.

III. OBJECTIVES

- To ensure uninterrupted flow of operational procedures through availability of office furniture 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

Item Description/ Specifications	QTY	UNIT	Delivery Date	Location
High Back Executive Chair Leather 3000x3000	12	units	30 days Upon issuance of PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
Executive Table 500x500	12	units	30 days Upon issuance of PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
2 Layer Lateral Cabinet	12	units	30 days Upon issuance of PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP

4 Layer Lateral Cabinet W90 X D45 X H132 CM	12	units	30 days Upon issuance of PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
High Back Chair 1787x1787	24	units	30 days Upon issuance of PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
Office Table Material: MDF Color: Wenge Dimension: W140 x D60 x H75cm	24	units	30 days Upon issuance of PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
Lounge Sofa Set with Lounge Table Black	12	units	30 days Upon issuance of PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
Visitor's Chair Material: PU Leather Color: Black	48	units	30 days Upon issuance of PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
Executive Office Chair Leather High Back	1	units	30 days Upon issuance of PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
Executive Table Brown & Black 500x500	1	units	30 days Upon issuance of PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
2 Layer Lateral Cabinet Gray	20	units	30 days Upon issuance of PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
Session Hall Table 864x648	1	units	30 days Upon issuance of PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
Executive Chair Black Leather High Back 705x750	14	units	30 days Upon issuance of PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
Rectangular Wooden Office Table 3 Drawer Size: 120x60	13	units	30 days Upon issuance of PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
Organizer Cabinet Bookshelf Storage Panel Board 160X40X60CM	2	units	30 days Upon issuance of PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
Magazine rack display 546x546	2	units	30 days Upon issuance of PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
Shelving Library Book 1925x1165	10	units	30 days Upon issuance of PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
4 Layer Lateral Cabinet D45 X H132 CM	20	units	30 days Upon issuance of PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
Leather Office Sofa Set	1	units	30 days Upon issuance of PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
3 seater Gang Chair	8	units	30 days Upon issuance of PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
High Back Chair with armrest Materials: Leatherette Seat & Back Padded Armrest & Wood Starbase Accessories: Gaslift, caster wheel, armrest Finish: Black	28	units	30 days Upon issuance of PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP

Conference Table 14 seater Dimension: W4200xD1500xH750mm Materials: MFC Board with wire management	2	units	30 days Upon issuance of PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
Office Chair Leather Black 1600x1600	20	units	30 days Upon issuance of PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
Workstation Mobile Cabinet Table Size: L51xW26xH43.5 inches	20	units	30 days Upon issuance of PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP

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 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:

KRISELLE JOY V. SICAT
Procurement Officer

Noted by:

JANET L. SANCHEZ
Supervising Administrative Officer

Approved by:

ENGR. MICHAEL N. QUIZON JR.
City General Services Officer

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.