



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

Date :

Sep 29, 2025

PR No. :

2025-06-01118

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, October 6, 2025 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Joan D. Gutierrez

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
SP OFFICE						
1	10	unit(s)	Workstation Table -Solo Design -4.68 Series Clear Glass (30cm) -with laminated partition -Panel Size: H120cmx150cm -H120x160cm			
2	10	unit(s)	Office /Staff 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 color			
4	14	unit(s)	High Back Conference Chair -black leatherette seat & back -padded arm rest, gas lift			
5	3	unit(s)	Gang Chair 3 Seater -upholstered with cushion back seat -steel arm & leg frame w/ chrome plated finished -powder coated, top quality			
6	10	set(s)	4 Layer Cabinet -electrostatic, 2 hanging bar in drawer -central lock with 2 keys -w/ anti tilt mechanism -3 sections slide rails Color: Gray			
7	3	unit(s)	Shelving Library Book -3 layer bookcase with rolling wheels			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
8	2	unit(s)	Magazine rack display -multi layer magazine rack -4.6 layer shelving rack			
9	3	unit(s)	Organizer Cabinet Bookshelf -2x4 cabinet/bookcase -6 open shelves & 2 sections of doors at the bottom -W60.5 D30 x H122cm			
10	10	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			
SP SECRETARY OFFICE						
11	1	unit(s)	Leatherette Office Sofa Set -3 seater -2 seater -Center table			
12	1	unit(s)	Executive Table -Wooden L-shape -system unit bin, grommet			
13	1	unit(s)	Executive Chair -highback executive chair -pvc leatherette upholstery -nylon starbase -tilting gaslift			
SP SESSION HALL						
14	13	unit(s)	Wooden Office Table -2 tone office table -3 drawer w/ safety lock, grommet			
15	14	unit(s)	Executive Chair -black leatherette seat & back -padded arm rest, gas lift			
16	1	unit(s)	Session Hall Table -wooden table -180cm			
CITY COUNCILOR'S OFFICE						
17	12	unit(s)	Visitor's Chair -black, leatherette -metal plastic arm rest -4 legged chrome base			
18	6	set(s)	Lounge Sofa with Center Table -1 seater -3 seater -1 center table			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
19	12	unit(s)	Office Table (Secretary) -MDF, side drawers, grommet hole -melamine scratch proof			
20	12	unit(s)	Office mesh chair -low back mesh chair -adjustable height, 360 swivel			
21	12	unit(s)	4 Layer Cabinet -electrostatic, 2 hanging bar in drawer -central lock with 2 keys -w/ anti tilt mechanism -3 sections slide rails Color: 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			
23	12	unit(s)	Executive Table -wooden L-type -system unit bin -grommet			
24	12	unit(s)	High Back Executive Chair -w/ armrest, PVC leatherette upholstery -knee titling gaslift color 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 Sangguninang 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 Sangguninang 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
SP OFFICE				
Workstation Table -Solo Design -4.68 Series Clear Glass (30cm) -with laminated partition -Panel Size: H120cmx150cm -H120x160cm	10	units	30 days Upon issuance of PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
Office /Staff Chair -High back, black leatherette -with comfortable armrest -adjustable seat height -360 swivel	10	units	30 days Upon issuance of PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
Conference Table 14 Seater -MFC Finish/laminated top & legs -2pcs wire management box -heavy duty scratch resistant -customized color	2	units	30 days Upon issuance of PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
High Back Conference Chair -black leatherette seat & back -padded arm rest, gas lift	14	units	30 days Upon issuance of PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
Gang Chair 3 Seater -upholstered with cushion back seat	3	units	30 days Upon issuance of PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP

-steel arm & leg frame w/ chrome plated finished -powder coated, top quality				
4 Layer Cabinet -electrostatic, 2 hanging bar in drawer -central lock with 2 keys -w/ anti tilt mechanism -3 sections slide rails Color: Gray	10	units	30 days Upon issuance of PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
Shelving Library Book -3 layer bookcase with rolling wheels	3	units	30 days Upon issuance of PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
Magazine rack display -multi layer magazine rack -4.6 layer shelving rack	2	units	30 days Upon issuance of PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
Organizer Cabinet Bookshelf -2x4 cabinet/bookcase -6 open shelves & 2 sections of doors at the bottom -W60.5 D30 x H122cm	3	units	30 days Upon issuance of PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
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	10	units	30 days Upon issuance of PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
SP SECRETARY OFFICE				
Leatherette Office Sofa Set -3 seater -2 seater -Center table	1	units	30 days Upon issuance of PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
Executive Table -Wooden L-shape -system unit bin, grommet	1	units	30 days Upon issuance of PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
Executive Chair -highback executive chair -pvc leatherette upholstery -nylon starbase -tilting gaslift	1	units	30 days Upon issuance of PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
SP SESSION HALL				
Wooden Office Table -2 tone office table -3 drawer w/ safety lock, grommet	13	units	30 days Upon issuance of PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
Executive Chair -black leatherette seat & back -padded arm rest, gas lift	14	units	30 days Upon issuance of PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
Session Hall Table -wooden table -180cm	1	units	30 days Upon issuance of PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
CITY COUNCILOR'S OFFICE				
Visitor's Chair -black, leatherette -metal plastic arm rest -4 legged chrome base	12	units	30 days Upon issuance of PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
Lounge Sofa with Center Table -1 seater -3 seater -1 center table	6	units	30 days Upon issuance of PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
Office Table (Secretary) -MDF, side drawers, grommet hole - melamine scratch proof	12	units	30 days Upon issuance of PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP

Office mesh chair -low back mesh chair -adjustable height, 360 swivel	12	units	30 days Upon issuance of PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
4 Layer Cabinet -electrostatic, 2 hanging bar in drawer -central lock with 2 keys -w/ anti tilt mechanism -3 sections slide rails Color: Gray	12	units	30 days Upon issuance of PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
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	12	units	30 days Upon issuance of PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
Executive Table -wooden L-type -system unit bin -grommet	12	units	30 days Upon issuance of PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
High Back Executive Chair -w/ armrest, PVC leatherette upholstery -knee titling gaslift color black -heavy duty	12	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

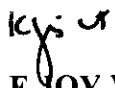
The deliverables of the supplier/ contractor shall be as follows:

- 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.