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 Furniture to be used at the City Public Employment Services Office in the City of San Fernando, Pampanga**

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

_____
Company Name

_____
Address

Date : **Oct 16, 2025**

PR No. : **2025-10-01748**

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 20, 2025 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Monalyn M. Aquino
Administrative Assistant II

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	1	unit(s)	Filing Cabinet -4 layer vertical			
2	1	unit(s)	Center Table			
3	1	unit(s)	Multipurpose Rack			
4	1	unit(s)	Dining Set -4 Seater			
5	2	set(s)	Dining Set -6 Seater -Oak -Beige			
6	2	pc(s)	Cliff Visitors Chair -Latte			
7	1	pc(s)	High Back Office Chair -Beige			

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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
8	1	set(s)	Executive Desk Right -Oak -rollins left			
9	1	set(s)	2 Seater Pub set -Oak			
10	1	pc(s)	L-Shape Sofa -3 seater			
11	1	pc(s)	Coffee Table -Oak			
				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 FURNITURE TO BE USED AT THE PUBLIC EMPLOYMENT SERVICES OFFICE 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 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. That being the case, this office is proposing for the provision of Furniture, 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 Furniture to be used at the City Public Employment Services Office in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2025-2753 is in the amount of **ONE HUNDRED THIRTY-EIGHT THOUSAND FORTY FIVE PESOS AND SIXTY FOUR CENTAVOS ONLY (138,045.64)**.

III. OBJECTIVES

- 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	Unit(s)	Filing Cabinet -4 layer vertical	Upon Issuance of PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
1	Unit(s)	Center Table	Upon Issuance of PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
1	Unit(s)	Multipurpose Rack	Upon Issuance of PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
1	Unit(s)	Dining Set -4 Seater	Upon Issuance of PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
2	Set(s)	Dining Set -6 Seater -Oak -Beige	Upon Issuance of PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
2	Pc(s)	Cliff Visitors Chair -Latte	Upon Issuance of PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
1	Pc(s)	High Back Office Chair -Beige	Upon Issuance of PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
1	Set(s)	Executive Desk Right -Oak -rollins left	Upon Issuance of PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP

1	Set(s)	2 Seater Pub set -Oak	Upon Issuance of PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
1	Pc(s)	L-Shape Sofa -3 seater	Upon Issuance of PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
1	Pc(s)	Coffee Table -Oak	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

CONFORME:

_____
Signature over Printed Name

_____
Date

Noted by:

JANET L. SANCHEZ
Supervising Administrative Officer

Approved by:

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

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.*