



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 Health Office - Rural Health Unit I (Dolores) in the City of San Fernando, Pampanga**
Location of the Project : **City Health Office**

Company Name
Date : **Dec 10, 2025**
PR No. : **2025-12-02139**

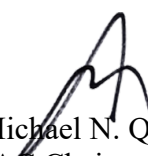
Address

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 15, 2025 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Rachelle M. Pangilinan


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	3	pc(s)	OFFICE TABLE (WOODEN TABLE WITH DRAWERS: W140 X D70 X H75cm)			
2	3	pc(s)	CLERICAL CHAIR (HIGH BACK DESIGN WITH ARMREST: L630mm x W620mm x H1020-1120mm)			
3	3	pc(s)	VERTICAL FILING CABINET (4 DRAWER) With central lock, power coated metal, gauge 21, plastic roller for railing 45.6 x 62 x 133.1cm			
4	4	pc(s)	METAL SHELF RACK (5 TIERS, STAINLESS STEEL, 914mm x 460mm x 1830cm, 150kg per shelf)			
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 City Health Office - Rural Health Unit I (Dolores) in the City of San Fernando, Pampanga

I. BACKGROUND

Section 20 of Republic Act (RA) No. 11223, otherwise known as the Universal Health Care Act states that province-wide or city-wide health system shall pool and manage, through a special health fund, all resources intended for health services to finance population-based and individual-based health services, health system operating costs, capital investments, and remuneration of additional health workers and incentives for all health workers: *Provided*, That the DOH, in consultation with the DBM and the LGUs, shall develop guidelines for the use of the Special Health Fund.

II. BUDGETARY REQUIREMENT

The budgetary requirement for **Supply and Delivery of Furniture to be used at the City Health Office - Rural Health Unit I (Dolores) in the City of San Fernando, Pampanga** of the City Health Office in the City of San Fernando, Pampanga is included in the PPMP with the **Ref. No. 2025-2472** and is already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount **TWO HUNDRED TWENTY SEVEN THOUSAND PESOS (227,000.00)**.

III. OBJECTIVES

The objectives of the **Supply and Delivery of Furniture to be used at the City Health Office - Rural Health Unit I (Dolores) in the City of San Fernando, Pampanga** are as follows

- To be able to analyze, generate and manage electronic records
- To be able to provide accessible health care to all

IV. COVERAGE/SERVICES

- The City Health Office's strategic general objective is to deliver highly comprehensive health care programs and services that are tailored to meet the needs of all Ferandinos, ensuring accessibility, acceptability and availability. The procurement of proposed health resources serves as a critical component in fulfilling our administrative healthcare section's mandated responsibilities, thereby enabling the timely and effective delivery of healthcare services to our constituents.

V. TERMS AND CONDITIONS

During the procurement process and delivery/implementation of the contract, the end-user and the supplier/ contractor shall:

Quantity	Unit	Item Description/ Specification	Delivery Date	Location
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3	UNIT(s)	OFFICE TABLE (WOODEN TABLE WITH DRAWERS: W140 X D70 X H75cm)	20 Days upon Issuance of PO and NTP.	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
3	UNIT(s)	CLERICAL CHAIR (HIGH BACK DESIGN WITH ARMREST: L630mm x W620mm x H1020-1120mm)		
3	UNIT(s)	VERTICAL FILING CABINET (4 DRAWER) With central lock, power coated metal, gauge 21, plastic roller for railing 45.6 x 62 x 133.1cm		
4	UNIT(s)	METAL SHELF RACK (5 TIERS, STAINLESS STEEL, 914mm x 460mm x 1830cm, 150kg per shelf)		

a. Procurement Process

- For the End- user, ensure the completion of the documents in order to proceed with the procurement process.
- 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 confirmed by the supplier/ provider.
- If the procurement process reaches the ensuing year, observe that the allowed delivery is only up to what is stipulated in the contract.
- 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).
- Ensure that there are readily- available supplies upon submission of Request for Quotation (RFQ)/ Bid since delivery is anticipated upon issuance of PO/ Contract.
- 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.

b. Delivery/ Implementation period

- Strictly observe the "No Purchase Order (PO)/ Contracts, No Delivery" Policy and comply with the delivery period.
- The Delivery Period shall be on 20 Days upon Issuance of PO and NTP.
- During the delivery, strictly follow the provisions enumerated in the Terms and Condition of the PO/ Contract including the Delivery Schedule, Penalty, among others.
- 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.
- Coordination with the supplier/ contractor shall be the function of the CGSO- PMD as its mandate.
- For onsite delivery, ensure the coordination with the Inspector from the CGSO- Property and Supply Management Division (PSMD) for the inspection of the delivery in terms of quantity and quality of items and to immediately notify the supplier/ contractor in case of any concerns before the acceptance.

c. 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.

VI. DELIVERABLES BY THE SUPPLIER/ CONTRACTOR AND THE CITY GOVERNMENT

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

- a. Provide the quantity of item 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.
- e. Evaluate the performance of the supplier/ contractor and in case there is a violation to the Contract/ Agreement, prepare a Verified Report.

Prepared and submitted by:


EMERITO D. MERCADO, MD
Rural Health Physician

Noted by:


ROWENA L. SALAS, MD
City Health Officer II

CONFORME: _____ Signature over 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

