



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 for the STI/HIV/AIDS Prevention Control Program: HIV/AIDS Core Team Facility (HACT) of the City Health Office for 2026 in the City of San Fernando, Pampanga**

Location of the Project : **City Health Office**

Company Name

Address

Date : **Mar 3, 2026**

PR No. : **2026-03-00344**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, March 10, 2026 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Jeffrey Ross M. Navarro
Administrative Assistant III (Buyer III)

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	pc(s)	Leather Sofa 3-Seater, Pure Foam 4 inches black in colour Width: 187.8 cm, Depth: 74.9 cm, Height: 82.3 cm			
2	1	pc(s)	Center table glass and metal type Width: 70 cm, Depth: 70 cm, Height: 40 cm			
3	2	pc(s)	Medical foot stool single stainless steel			
4	1	pc(s)	Medical stainless steel trolley rack with drawer, equipped with 4 caster wheels for easy transport			
5	2	pc(s)	Shelves steel filing cabinet 5 layers Standard Size: H185*W90*D40 cm			
6	10	pc(s)	Monoblock chair white in colour L46 x W39 x H78			
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 for the STI/HIV/AIDS Prevention and Control Program: HIV/AIDS Core Team Facility (HACT) of the City Health Office for 2026 in the City of San Fernando, Pampanga

I. BACKGROUND

Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS) is a disease that recognizes no territorial, social, political and economic boundaries, and has no known cure up to this day where the gravity of its threat demands strong state of action.

In the City of San Fernando, there is an increase in number of HIV positive detected as reported by the department of health as of December 2024 with a total number of 547 from 1984 to present. At present, the city has a Reproductive Health and Wellness Center that provides cervical smearing, Visual Inspection via Acetic acid (VIA) and dispensing of condom and lubricants for the Establishment Entertainment Workers (EEWs) and key populations. The facility also caters walked in and referred clients from different RHUs for management of STIs. The city is currently working on the licensing and accreditation of HIV/AIDS Core Team (HACT) facility that will surely be of help in addressing the city's problem in HIV epidemic.

II. BUDGETARY REQUIREMENT

Supply and Delivery of Furniture to be used for the STI/HIV/AIDS Prevention and Control Program: HIV/AIDS Core Team Facility (HACT) of the City Health Office for 2026 in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2026-329 and already included in the Annual Procurement Plan of the City Government in the amount of EIGHTY-THREE THOUSAND TWO HUNDRED THIRTY PESOS (P83,230.00).

III. OBJECTIVES

Supply and Delivery of Furniture to be used for the STI/HIV/AIDS Prevention and Control Program: HIV/AIDS Core Team Facility (HACT) of the City Health Office for 2026 in the City of San Fernando, Pampanga are as follows:

- To provide information and awareness on STI, HIV and AIDS to general public most especially the key populations.
- To ensure provision of different STI and HIV and AIDS services to public.
- To reduce stigma on HIV and AIDS
- To decrease in the prevalence of Sexually Transmitted Diseases
- Early detection among possible patients.
- To create policies that would ensure the continuous support to STI HIV and AIDS program.

IV. COVERAGE/SERVICES

The City Health Office continues to implement strategies that would increase the awareness of the public and strengthens its measures in terms of prevention and control of STIs, HIV and AIDS. One of these is the World AIDS Day Celebration, a day to unite to help end HIV and remember those lost to AIDS-related illnesses.

V. TERMS AND CONDITIONS

During the procurement 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	Piece	Leather Sofa 3-Seater, Pure Foam 4 inches black in colour Width: 187.8 cm, Depth: 74.9 cm, Height: 82.3 cm	15 Days upon Issuance of PO and NTP.	CENTRAL STORAGE, NEW PUBLIC MARKET, BRGY DEL PILAR, CSFP
1	Piece	Center table glass and metal type Width: 70 cm, Depth: 70 cm, Height: 40 cm		
2	Piece	Medical foot stool single stainless steel		
1	Piece	Medical stainless steel trolley rack with drawer, equipped with 4 caster wheels for easy transport		
2	Piece	Shelves steel filing cabinet 5 layers Standard Size: H185*W90*D40 cm		
10	Piece	Monoblock chair white in colour L46 x W39 x H78		

b. Procurement Process

1. For the end-user, ensure the completion of the documents in order to proceed with procurement process.
2. For the supplier/ provider, ensure the completeness of the documents being required by Bids and Awards Committee (BAC) for the procurement process on time based on procurement schedule including this TOR duly signed by the end-user and confirmed by the supplier/ provider.
3. If the procurement process reaches the ensuing year, observe that the allowed delivery is 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 that there are readily available supplies upon submission of Request for Quotation (RFQ)/ Bid since delivery is anticipated upon issuance of PO/ Contract.
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), No Delivery" policy and comply within the delivery period.
2. The delivery shall be on 15 Days upon Issuance of PO and NTP.
3. During the delivery, strictly follow the provisions enumerated in the Terms and Condition of the PO/ Contract including the Delivery Schedule, Penalty, among others.
4. 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.
5. Coordination with the supplier/ contractor shall be the function of the CGSO-PMD as its mandate.

6. For on-site 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.

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.

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

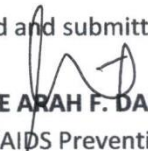
The deliverables of the supplier/ contractor shall be as follows:

- a. Provide the quantity of items 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:


KRISETTE ARAH F. DAVID, MD
 STI/HIV/AIDS Prevention and Control Program Manager

Noted by:


ROWENA L. SALAS, MD, MHA
 City Health Officer II

CONFORME:
<hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Signature over Printed Name
<hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> 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.

For Approval

Leather Sofa 3-Seater



Center table glass and metal type



Foot stool single stainless steel



Medical Stainless Steel Trolley Rack with Drawer



Shelves Steel Fiing Cabinet 5 Layers



Monoblock Chair



Approved by:

ROWENA L. SALAS, MD, MHA
City Health Officer II