



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 Emergency Operation Center in the City of San Fernando, Pampanga**
Location of the Project : **City Disaster Risk Reduction and Management Office**

Company Name

Date : **Apr 29, 2026**

PR No. : **2026-03-00395**

Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Wednesday, May 6, 2026 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Jolina B. Vital

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	set(s)	Conference Table -- Single Foldable Meeting Tables, -- Flip Top Mobile Training Table the Folding Conference Table Silent Wheels is Convenient and Fast Modern Mobile Meeting Tables L 1200mm x W 400mm x H 750mm			
2	30	unit(s)	Conference Chair -- Type: Modern Conference/Meeting Chair -- Seat Height: 450-480 mm -- Overall Height: 800-900 mm -- Seat Width: 450-500 mm -- Mesh or fabric seat & backrest			
3	2	unit(s)	Multi-purpose Storage Cabinet -- Clear Glass/ Acrylic Door with Aluminum Frame -- Powder-Coated Steel Body -- For storage and organization of ambulance			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			medical supplies, medicines, and emergency equipment H 1800mm x W 800mm x D 400mm			
4	2	unit(s)	Open Steel Shelve -- Open-Type Steel Shelves (No Doors) -- Powder-Coated Steel Frame and Shelves -- Heavy Duty Storage for Medical and Ambulance Supplies H 1800mm x W 800mm x D 400mm			
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 EMERGENCY OPERATION CENTER IN THE CITY OF SAN FERNANDO, PAMPANGA

I. BACKGROUND

The Emergency Operation Center serves as the central hub for managing disaster response, coordinating inter-agency communication, and making time-sensitive decisions. To achieve these objectives, a well-equipped and ergonomically designed workspace is essential. This sustained operation of an Emergency Operations Center (EOC) requires the procurement of appropriate fixtures and furniture to ensure functionality, efficiency, and safety during emergency response and coordination activities.

Since the EOC operates 24/7 during emergencies, durable and high-quality furniture is required to withstand continuous use and to support the deployment of critical equipment such as computers, radios, and large display screens. In addition, adequate seating and rest areas are vital for staff rotation and maintaining alertness over extended periods. All fixtures and furniture should comply with safety and accessibility standards to ensure a secure and inclusive working environment. Moreover, selecting modular and flexible furniture allows for future expansion and easy reconfiguration to meet evolving operational needs and technological advancements. A well-furnished EOC not only enhances focus, discipline, and inter-agency collaboration but also projects professionalism and organizational credibility, reflecting a state of preparedness to effectively manage any emergency situation.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement Supply and Delivery of Furniture to be used for the Emergency Operation Center in the City of San Fernando, Pampanga, is included in the PPMP Code 2026-1803 in the amount of FOUR HUNDRED THOUSAND PESOS (P 400,000.00).

III. OBJECTIVES

- To support continuous, high-intensity operations by providing ergonomic, durable, and adaptable workspaces that allow staff to function effectively for extended periods. Their primary objective is to enhance communication and situational awareness by ensuring clear sightlines to displays, efficient layouts for team interaction, and integration of essential technologies such as computers, radios, and power systems. They must also maximize space efficiency and flexibility, enabling rapid reconfiguration as incident needs evolve while maintaining safe, unobstructed movement throughout the center.

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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
20	set(s)	Conference Table -- Single Foldable Meeting Tables, -- Flip Top Mobile Training Table the Folding Conference Table Silent Wheels is Convenient and Fast Modern Mobile Meeting Tables L 1200mm x W 400mm x H 750mm	30 days after the issuance of Purchase Order/Notice to Proceed	Central Storage, New Public Market, Del Pilar, CSFP
30	unit(s)	Conference Chair -- Type: Modern Conference/Meeting Chair -- Seat Height: 450-480 mm -- Overall Height: 800-900 mm		

		-- Seat Width: 450-500 mm -- Mesh or fabric seat & backrest		
2	unit(s)	Multi-purpose Storage Cabinet -- Clear Glass/ Acrylic Door with Aluminum Frame -- Powder-Coated Steel Body -- For storage and organization of ambulance medical supplies, medicines, and emergency equipment H 1800mm x W 800mm x D 400mm		
2	unit(s)	Open Steel Shelve -- Open-Type Steel Shelves (No Doors) -- Powder-Coated Steel Frame and Shelves -- Heavy Duty Storage for Medical and Ambulance Supplies H 1800mm x W 800mm x D 400mm		

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 delivery is only up to what is stipulated in the contract.
4. Ensure to supply the requirements upon issuance of DOC.
5. 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. The Delivery Period shall be from 30 days after the issuance of Purchase Order/Notice to Proceed.
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 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 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.

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 furniture being required by the project/ program; and
- b. Strictly follow the specifications, menu 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 month.
- 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:

RAYMOND B. DEL ROSARIO
City DRRM Officer

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.