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.__; _____)

Project Title : **Supply, Delivery and Installation of Window Blinds to be used at the City College of San Fernando Pampanga**

Location of the Project : **City College of San Fernando, Pampanga**

Company Name

Address

Date : **Sep 2, 2026**

PR No. : **2026-08-01356**

Please quote your **best offer** for the item/s listed below, **subject to the attached Annexes A (Documentary Requirement and Instructions) and B (Terms and Conditions)** provided as part of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **not later than Wednesday, September 9, 2026 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Rachelle M. Pangilinan
Administrative Assistant II

Approved by:

Engr. Michael N. Quizon, Jr.
BAC Chairperson

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
Room 106						
1	4	panel	Window Blinds 64W x 69H, 2sets 148W x 65H, 2sets			
Room 105						
2	4	panel	Window Blinds 64W x 69H, 2sets 58W x 65H, 1set 38W x 65H, 1set			
Room 104						
3	2	panel	Window Blinds 64W x 69H, 2sets			
Room 103						
4	2	panel	Window Blinds 64W x 69H, 2sets			

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Location of the Project : **City College of San Fernando, Pampanga**

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
Room 205						
5	4	panel	Window Blinds 64W x 69H, 2sets 148W x 65H, 2sets			
Room 204						
6	4	panel	Window Blinds 64W x 69H, 2sets 148W x 65H, 2sets			
Room 203						
7	4	panel	Window Blinds 64W x 69H, 2sets 148W x 65H, 2sets			
Room 305						
8	4	panel	Window Blinds 64W x 69H, 2sets 148W x 65H, 2sets			
Room 304						
9	4	panel	Window Blinds 64W x 69H, 2sets 148W x 65H, 2sets			
Room 303						
10	4	panel	Window Blinds 64W x 69H, 2sets 148W x 65H, 2sets			
Room 302						
11	4	panel	Window Blinds 64W x 69H, 2sets 148W x 65H, 2sets			
Students and Teachers Lounge						

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Project Title : **Supply, Delivery and Installation of Window Blinds to be used at the City College of San Fernando Pampanga**

Location of the Project : **City College of San Fernando, Pampanga**

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
12	6	panel	Window Blinds 65W x 65H, 6sets			
Total Amount:						

Having carefully reviewed and accepted the Terms and Conditions of this Request for Quotation, we hereby submit our price quotation for the item(s) specified above.

_____
Printed Name and Signature of Owner/Proprietor/
Authorized Representative

_____
Tel No./ Cellphone No.

_____
Date

Republic of the Philippines
Province of Pampanga
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REQUEST FOR QUOTATION

(FM-CSFP-CGSO-39; Revision No. __; _____)

Mode of Procurement	PhilGEPS Certificate of Registration	Mayor's Permit	Legal Registration Certificate (SEC, DTI, CDA, or equivalent)	Professional License/ CV (Consulting)	NFCC Computation or Committed LoC (Infra)	PCAB License and Reg (Infra)	Income/ Business Tax Return	OSS	REMARKS
Section 31. Direct Contracting (DC)	✓	✓					✓ for ABCs above P500k		
Section 34. Small Value Procurement (SVP)	✓	✓		✓		✓	✓ for ABCs above P500k	✓ for ABCs above P50k	
Section 35.1. Two Failed Biddings	✓								
Section 35.2. Emergency Cases		✓			✓ for ABCs above P500k	✓ for ABCs above P500k	✓ for ABCs above P500k	✓ for ABCs above P500k	Note of Section 35.2.1 of the IRR which states that the expired Mayor's permit with Official Receipt for the renewal application and Unnotarized Omnibus Sworn Statement are accepted as basis for award, and subject to the submission after the award of the Contract, but before payment
Section 35.3. Take-over of Contracts	✓	✓		✓	✓	✓			
Section 35.4. Adjacent or Contiguous					✓	✓			
Section 35.6. Scientific, Scholarly or Artistic Work; Exclusive Technology; & Media Services	✓	✓		✓			✓ for ABCs above P500k		Under Section 4.6 of the GPPB Circular No. 06-2026, the documentary requirements for this mode will not apply to artists such as singers, performers, poets, writers, painters and sculptors who are not engaged in business.
Section 35.7. NP: Highly Technical Consultants (HTC)	✓	✓		✓					
Section 35.9. NP: Lease of Real Property and Venue	✓ except for gov't agencies as lessors	✓ except for gov't agencies as lessor					✓ except for gov't agencies as lessor		
Section 32. Direct Acquisition (DA)	✓ one of the options, not necessarily mandatory								Under Section 32.3 of the IRR, the PE must obtain documentary proof that the source is known, reputable, and capable — legally, technically, and financially. This is satisfied by any of the following: **PhilGEPS registration**, availability of the goods on an **e-commerce platform** for delivery or pick-up, or the goods being readily available **off-the-shelf**
Section 33. Repeat Order									Under Section 33 of the IRR, suppliers generally have no documentary requirements to submit, except when documents submitted during the original bidding have already expired by the time of the repeat order.

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Section 36. Direct Sales (DS)					✓				Under Section 36 of the IRR, most required documents originate from the original PE. The PE issues a Direct Sales Request (DSR) Form to the supplier, who then chooses to accept or decline. Acceptance must be accompanied by proof of compliance with the DSR's technical requirements, an NFCC computation, an offer at or below the original contract's unit price, and a valid PhilGEPS Platinum Certificate. If the supplier declines, it must notify the PE in writing within the same period.
Section 37. Direct Procurement for Science, Technology and Innovation (DPSTI)	✓	✓ (if Red member only)					✓ (BMBE-classified suppliers submit a DTI Certificate of Authority instead, while other tax-exempt entities submit a BIR certification confirming ITR exemption	✓	Under GPPB Circular No. 01-2026, other applicable regulatory documents may also be required, such as an FDA License to Operate, DOH Health Technology Assessment, DTI-BPS Product Certification or Philippine Standard Mark, NTC Type Acceptance/Approval Certificate, or proof of inclusion in a regulatory sandbox program.
Section 35.5. Agency-to-Agency									Under Section 35.5 of the IRR, this involves procuring Goods, Infrastructure Projects, and Consulting Services directly from another government agency — not from a supplier, contractor, or consultant — so no documentary requirements in this table apply.
Section 35.8. NP: Defense Cooperation Agreements and Inventory-Based items									Under Section 35.8 of the IRR, the GPPB shall issue the guidelines for the implementation under this mode.
Section 35.10. NP: NGO Participation			✓						Under Section 35.10 of the IRR, the GPPB shall issue the guidelines for the implementation under this mode.
Section 35.12. NP: United Nations Agencies, International Organizations, or International Financing Institutions									As indicated in Section 3.2 of GPPB Circular No. 06-2026, this mode involves distinct procurement arrangement. Documentary requirements under this table may or may not apply, and additional requirements may be imposed depending on the specific arrangement.
Section 35.13. NP: Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products, Electronic Charging Devices, and Online Subscriptions									As indicated in Section 3.2 of GPPB Circular No. 06-2026, this mode involves distinct procurement arrangement. Documentary requirements under this table may or may not apply, and additional requirements may be imposed depending on the specific arrangement.

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(FM-CSFP-CGSO-39; Revision No. __; _____)

Mode of Procurement	PhilGEPS Certificate of Registration	Mayor's Permit	Legal Registration Certificate (SEC, DTI, CDA, or equivalent)	Professional License/ CV (Consulting)	NFCC Computation or Committed LoC (Infra)	PCAB License and Reg (Infra)	Income/ Business Tax Return	OSS	REMARKS
Section 35.11. NP: Community Participation			✓ (If organized community or social groups (CSGs), this is required pursuant to Section 6.1.1.a of GPPB Resolution No. 18-2021)		✓ (for CSGs with prior government community-based projects and for simple infra projects, this is required pursuant to Section 6.1.1.i of GPPB Resolution No. 18-2021)	✓ (for simple infra projects, this is required pursuant to Section 6.1.1.e of GPPB Resolution No. 18-2021)	✓ (for CSGs with prior government community-based project participation, this is required pursuant to Section 6.1.1.g of GPPB Resolution No. 18-2021)		As indicated in Section 3.4 of GPPB Circular No. 06-2026, the GPPB is currently developing the specific guidelines for this mode. GPPB Resolution No. 18-2021 which still governs include other documentary requirements. For organized CSGs, they must also submit (1) sworn affidavit confirming no conflict of interest among its officers or members; (2) statement of completed similar contracts with proof of acceptance or receipts is required; (3) statement of ongoing contracts for Simple Infrastructure Projects; (4) Financially, a bankbook or proof of books of accounts is required; (5) for CSGs with prior government community-based project participation, the latest ITR, updated AFS, and NFCC computation (for Simple Infrastructure Projects) are additionally required. For unorganized CSGs, they must submit: a government-issued ID proving community residency; and a sworn affidavit confirming no conflict of interest and commitment to perform contractual obligations if no performance or warranty security is required. Technically, a list of members completed work experiences is required. Financially, a bank account copy or proof of books of accounts suffices
GPPB Circular No. 02-2025. NP: Sagip Saka								✓ (Note that the OSS under this mode follows a different template from the standard. A Tagalog version is also available.	Under Section 5.4.1 of GPPB Circular No. 02-2025, suppliers must be registered in the FFEDIS. However, any of the following is also accepted as compliant: CSO accreditation, RSBSA registration, FishR registration, NCFRS registration, or registration in any other DA-approved registry or accreditation system. Under Section 5.4.2 of the same Circular, aside from the OSS, the other documentary requirements include: (1) Written Proposal or offer; and (2) FFEDIS Certificate of Registration.
GPPB Resolution No. 01-2026. Negotiated Procurement for International Events, Conferences, Summits or Activities Hosted by The Philippine Government									Since no fixed set of documents is prescribed to establish legal, technical, and financial capacity under this mode, the documentary requirements in this table may or may not apply depending on the circumstances.

ANNEX "A"

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. __; _____)

INSTRUCTIONS:

1. Accomplish this Request for Quotation (RFQ) correctly and accurately. Please do not leave any blank items.
2. Ensure full conformity to the Terms of Reference (TOR).
3. Submit all required documentary requirements for the **Small Value Procurement** together with the RFQ.
4. Delivery period shall be within **30** calendar days from the issuance of the Notice to Proceed (NTP).
5. Warranty shall be for a minimum period of three (3) months for expendable supplies and materials, and one (1) year for equipment, from the date of acceptance by the Procuring Entity.
6. Price validity shall be for a period of **60** calendar days from the date of submission, in accordance with the New Government Procurement Act (RA No. 12009) and its Implementing Rules and Regulations (IRR).
7. Failure to follow these instructions will disqualify your entire quotation.

Having carefully reviewed and accepted the Terms and Conditions of this Request for Quotation, we hereby submit our price quotation for the item(s) specified above.

_____
Printed Name and Signature of Owner/ Proprietor/
Authorized Representative

_____
Contact Number

_____
Date

TERMS OF REFERENCE

SUPPLY, DELIVERY AND INSTALLATION OF WINDOW BLINDS AT THE CITY COLLEGE OF SAN FERNANDO PAMPANGA

I.BACKGROUND

A well-defined Campus Development Plan (CDP) is essential for any higher education institution to ensure that its infrastructure and improvements align with the institution's vision and mission. For City College of San Fernando Pampanga (CCSFP), this plan is increasingly vital as the student population continues to grow.

CCSFP currently operates two campuses:

1. Heroes Hall: This building serves nearly 2,000 BA students and has 14 lecture classrooms and 1 computer laboratory. However, it is in urgent need of repairs, including updates to tiles, gutters, and ceilings, as well as the replacement of necessary furniture, such as teachers' desks and student chairs.

2. Civic Center: This campus accommodates approximately 1,500 students enrolled across programs in AIS, Education and IT. It includes 15 lecture classrooms. 1 speech laboratory, 4 computer laboratories, 1 e-classroom, 1 audio-visual room (AVR), and 3 science laboratories. To meet the recommendations from ALCUCOA, additional facilities are also required.

To address these pressing needs, a new building was constructed, specifically designed to meet the requirements for computer laboratories and lecture classrooms. This facility will feature 6 computer labs, 1 Mac lab, and 1 network lab, showcasing CCSFP's commitment to enhancing its educational offerings and technological infrastructure.

II.BUDGETARY REQUIREMENT

The Budgetary Requirement for the **Supply, Delivery and Installation of Window Blinds at the City College of San Fernando Pampanga** is included in the **PPMP with Ref. No. 2026-568** and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **EIGHT HUNDRED FIFTY-ONE THOUSAND PESOS ONLY (Php 851,000.00).**

III.OBJECTIVES

The Objectives of the **Supply, Delivery and Installation of Window Blinds at the City College of San Fernando Pampanga** is as follow:

- To provide adequate and conducive learning and working environment.

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

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Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
		Room 106		
4	panel	Window Blinds 64W x 69H, 2sets 148W x 65H, 2sets	30 Days upon the Approval of the NTP and PO	CGSO Central Storage
		Room 105		
4	panel	Window Blinds 64W x 69H, 2sets 58W x 65H, 1set 38W x 65H, 1set	30 Days upon the Approval of the NTP and PO	CGSO Central Storage
		Room 104		
2	panel	Window Blinds 64W x 69H, 2sets	30 Days upon the Approval of the NTP and PO	CGSO Central Storage
		Room 103		
2	panel	Window Blinds 64W x 69H, 2sets	30 Days upon the Approval of the NTP and PO	CGSO Central Storage
		Room 205		
4	panel	Window Blinds 64W x 69H, 2sets 148W x 65H, 2sets	30 Days upon the Approval of the NTP and PO	CGSO Central Storage
		Room 204		
4	panel	Window Blinds 64W x 69H, 2sets 148W x 65H, 2sets	30 Days upon the Approval of the NTP and PO	CGSO Central Storage
		Room 203		
4	panel	Window Blinds 64W x 69H, 2sets 148W x 65H, 2sets	30 Days upon the Approval of the NTP and PO	CGSO Central Storage
		Room 305		
4	panel	Window Blinds 64W x 69H, 2sets 148W x 65H, 2sets	30 Days upon the Approval of the NTP and PO	CGSO Central Storage
		Room 304		
4	panel	Window Blinds 64W x 69H, 2sets 148W x 65H, 2sets	30 Days upon the Approval of the NTP and PO	CGSO Central Storage
		Room 303		
4	panel	Window Blinds 64W x 69H, 2sets 148W x 65H, 2sets	30 Days upon the Approval of the NTP and PO	CGSO Central Storage
		Room 302		
4	panel	Window Blinds 64W x 69H, 2sets 148W x 65H, 2sets	30 Days upon the Approval of the NTP and PO	CGSO Central Storage
		Students and Teachers Lounge		
6	panel	Window Blinds 65W x 65H, 6sets	30 Days upon the Approval of the NTP and PO	CGSO Central Storage

b. Procurement Process

1. For the End- user, ensure the completion of the documents in order to proceed with the procurement process.

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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. The Delivery Period shall be 30 days upon the approval of the NTP and PO.
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.

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 window blinds 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.

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

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VI. AWARD CRITERIA

The contract shall be awarded to the bidder determined to have the **Lowest Calculated Responsive Bid (LCRB).**

The bid shall be considered responsive if it complies with the minimum technical specifications, quantity, schedule, location requirements, and other mandatory requirements stated in this Terms of Reference and the Request for Quotation (RFQ).

The **Lowest Calculated Responsive Bid** shall be determined based on the total bid price, inclusive of all applicable taxes, fees, charges, meals, accommodation, and other costs necessary for the complete delivery of the required services.

In case the lowest quotation does not comply with the required specifications or other mandatory requirements, the next lowest calculated responsive quotation shall be considered, subject to applicable procurement rules.

Prepared by:

JANIS IAN T. DAVID, RPsy, MPsy, RSW
Supervising Administrative Officer

CONFORME:

_____
Signature over Printed Name

_____
Date

Approved by:

MS. AILEEN C. VILLANUEVA, MPA, MSSW, RSW
Acting College Administrator

***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.*

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