



Office of the Bids and Awards Committee
REQUEST FOR QUOTATION
(FM-CSFP-CGSO-39; Revision No.03; 04/01/2022)

Project Title : **Contract of Service for the Septic Tank Siphoning at different City Government Building and Facilities in the City of San Fernando, Pampanga for 2023 subject to Ordering Agreement**
Location of the Project : **City Engineer's Office**

Company Name
Date : **Jun 13, 2023**
PR No. : **2023-06-01325**

Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, June 20, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by: _____ Approved by: _____

Rachelle M. Pangilinan Atty. Jose Elmer Y. Teodoro
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	60	Truck Load(s)	Septic Tank Siphoning and Disposal (4 cu.m capacity per truck)			
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

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Project Location: City of San Fernando, Pampanga

Background: As written in Section 15-General Welfare- of Republic Act (RA) 7160 known as the Local Government Code of 1991 – “Within their respective territorial jurisdictions, local government units shall ensure and support, among other things, the preservation and enrichment of culture, promote health and safety, enhance the right of the people to a balanced ecology, encourage and support the development of appropriate and self-reliant scientific and technological capabilities, improve public morals, enhance economic prosperity and social justice, promote full employment among their residents, maintain peace and order, and preserve the comfort and convenience of their inhabitants”.

Further, pursuant to Section 2 of Republic Act 6713, known as the Code of Conduct and Ethical Standards for Public Officials and Employees, “Public officials and employees shall at all times be accountable to the people and shall discharge their duties with utmost responsibility, integrity, competence, and loyalty, act with patriotism and justice, lead modest lives, and uphold public interest over personal interest”.

The Construction and Maintenance Division of the City Engineer’s Office is responsible for implementation, administration of construction, repair and maintenance of roads, bridge, drainage system, public building and other structures/facilities of public usage within the city.

Part of the maintenance of public building and facilities is the maintenance of Septic Tank and making sure that it is in good condition. Cleaning a septic tank is a very essential requirement of sanitation. Regular siphoning also eliminates the cause of clogging as it ensures a clean space for the waterways all throughout the building. Thus, this project.

Objective/s: The main goal of the project is to perform the Division mandate and/or function for the effective and efficient repair and maintenance of public building and other structures/facilities for public usage within the City of San Fernando, Pampanga.

Approved Budget : Six Hundred Ninety Thousand Pesos
(Php. 690,000.00)

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Minimum Requirement for the Supplier

1. The Supplier/Contractor must ensure the specifications and schedule of requirements indicated in the Bill of Materials, Order List and other Procurement Documents are being followed. Details are as follows:

DESCRIPTION	QUANTITY	UNIT	UNIT COST	AMOUNT
Septic Tank Siphoning and Disposal (4 cu.m. capacity per truck)	60	TL	11, 500.00	690,000.00
TOTAL				690,000.00

2. The supplier must be compliant with the LATF Health and Safety Protocols.
3. The Supplier must follow the procurement, delivery and installation and inspection procedure set by the City Government of San Fernando, Pampanga for procured good and services.

Deliverables by the Supplier and City Government

The deliverables of the supplier shall be as follows:

- a. Provide service 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 i.e., 15 days after delivery regardless if the delivery is per month or Ordering Agreement.
- b. End- user shall monitor the delivery and completeness of requirements and documents to avoid delays.
- 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.

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- 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:


Engr. KM BOYDT. MAGDOTO
Procurement Officer

Noted by:


Engr. ANIELE C. DAVID
City Engineer

Conforme:

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.