



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 Hydraulic Oil to be used for the Maintenance of the Bailing Machine at the City Environment and Natural Resources Office - Central Materials and Recovery Facility, Barangay Lara, City of San Fernando, Pampanga**

Location of the Project : **City Environment and Natural Resources Office**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

Date : **Aug 18, 2023**

PR No. : **2023-08-01875**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Thursday, August 24, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Jannelle D.A. Tungcab

  
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	9	pail(s)	Hydraulic Oil (Rando 68) 20 liters per pail			
<b>Total Amount:</b>						

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 Hydraulic Oil to be used for the Maintenance of the Baling Machine at the City Environment and Natural Resources Office - Central Materials and Recovery Facility, Barangay Lara, City of San Fernando, Pampanga.

### BACKGROUND

Republic Act 9003 or the Ecological Solid Waste Management Act of 2000 mandates waste segregation at source, segregated collection, management and proper disposal of residual wastes to accredited sanitary landfills. The City is maintaining a Central Materials Recovery Facility (CMRF) with Residual Containment Area (RCA) in pursuant to the law. The City has also purchased various solid waste management equipment for the further segregation of waste for recycling and reuse to minimize the waste to be disposed in sanitary landfills and minimize the allocated budgetary requirements for the same.

Maintenance of equipment requires materials like hydraulic oil. The City has two (2) units of baling machine for the baling of materials like low and high value plastics, papers, pet bottles, etc. to minimize space/area for storage and handling. Each baling equipment needs 36 liters of hydraulic oil every three months.

#### I. BUDGETARY REQUIREMENT

The Approved Budget for Supply and Delivery of Hydraulic Oil to be used for the Maintenance of the Baling Machine at the City Environment and Natural Resources Office - Central Materials and Recovery Facility, Barangay Lara, City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2023-3174 which is in the amount of **FIFTY-FOUR THOUSAND PESOS ONLY (P 54,000.00)**

#### III. OBJECTIVES

The objectives of the Supply and Delivery of Hydraulic Oil to be used for the Maintenance of the Baling Machine at the City Environment and Natural Resources Office - Central Materials and Recovery Facility, Barangay Lara, City of San Fernando, Pampanga, are as follows:

- a. For the maintenance of the two (2) baling machines;
- b. It delivers power, lubricates components, dissipates heat, and carries away contaminants to the equipment;
- c. to enhance their ability to stand up to the pressure, temperature extremes, and other operating conditions to which they are subjected.

#### 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
9	Pail(s)	Hydraulic Oil (Rando 68) 20 liters per pail	September 2023	City General Services Office, Central Storage, New Public Market, Brgy. Del Pilar, CSFP

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. 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)/ Contracts, No Delivery” Policy and comply with the delivery period.
2. The Delivery Period shall be on September 2023.
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 of the 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.

## **V.DELIVERABLES BY THE SUPPLIER/ CONTRACTOR AND THE CITY GOVERNMENT**

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

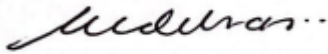
- a. Provide the quantity of hydraulic oil being required by the project/ program; and
- b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.

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 by:



**MA. KATRINA C. DEL ROSARIO**

Records Officer II/Procurement Officer

Approved by:



**MARIA TERESA Q. DOBLE**

Acting CENRO-I

Head/ End- user

CONFORME:
_____ Signature over Printed Name
_____ Date

**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.*