



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 : **Contract of Service for the repair of Service Vehicle w/ plate no. MT 4413 (CDRRMO) in the City of San Fernando, Pampanga**  
Location of the Project : **City General Services Office - Motorpool Division**

\_\_\_\_\_  
Company Name  
Date : **Feb 6, 2024**  
PR No. : **2024-02-00212**  
\_\_\_\_\_  
Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, February 12, 2024 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Camille C. Mendiola

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	lot	REPLACE MANUAL TRANSMISSION COMPONENTS			
2	1	set(s)	SF8 CLUTCH DISC, PRESSURE PLATE			
3	1	pc(s)	SECONDARY CLUTCH ASSY			
4	1	pc(s)	SF8 FLYWHEEL DUAL			
<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

<b>PROJECT TITLE</b>	<b>Contract of Service for the repair of Service Vehicles w/ plate no. MT 4413 ( CDRRMO) in the City of San Fernando, Pampanga</b>
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**I.BACKGROUND**

Pursuant to R.A. No. 7160 otherwise known as the Local Government Code of 1991 Particularly Section 444(b)(1) provides that the Chief Executive shall exercise general supervision and control over all programs, projects, services, and activities of the local government.

Accordingly, in the City Government of San Fernando, Pampanga, the City General Services Office (CGSO) is mandated by law to ensure efficiency and transparency in the administration of procurement of goods and services, infrastructure projects and consultancy services that the City Government utilizes in its operations.

Meanwhile, the Mission of the CGSO is to provide effective services through reliable and systematic procedures in managing procurement, among others, that are in accordance with the existing laws and regulations, and to ensure on- time contract of delivery that would enable the service vehicles & equipment to perform productively and efficiently.

**II. BUDGETARY REQUIREMENTS**

The Budgetary Requirements for the Contract of Service at the CGSO- Motorpool Division in the City of San Fernando, Pampanga is included in the PPMP and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of THREE HUNDRED TWENTY-TWO THOUSAND PESOS (P322,000.00)

**III.OBJECTIVES**

The objectives of the CONTRACT OF SERVICE for Service Vehicle & Equipment to be used at the CGSO- Motorpool Division in the City of San Fernando, Pampanga

1. Contract of Service is essential for the day to day operations of the Service vehicles & Equipment to work productively & efficiently of the City Government of San Fernando, Pampanga

**IV. SCOPE OF SERVICES**

1. The Supplier shall provide to the City all the necessary services to fulfill its duties and obligations.
2. The Supplier shall undertake the services in accordance with the specifications and subject to the terms and conditions of the contract.

**V. TERMS AND CONDITIONS**

1. The supplier upon receipt of the PO shall supply and deliver the item 20 days after the issuance of PO and NTP at the City's Central Storage
2. The supplier shall ensure that all the goods are appropriately delivered in good manner to avoid physical damage and breakage
3. the supplier shall replace the damage, broken and leaking items free of charge within the specified time as requested by the CGSO- Motorpool Division.
4. All goods must be in conformity with the purchase order in respect of quantity, quality and correspond to the description of goods provided by the CGSO- Motorpool Division.

During the procurement process and delivery/ implementation of the contract, the end user and the supplier/ contractor

- a. Specifications/ Schedule of Requirements

Item no.	Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
1	1	LOT	REPLACE MANUAL TRANSMISSION COMPONENTS	20days or after the issuance of & PO and NTP	Central Storage, New Public Market, Brgy. Del Pilar CSFP
3	2	SET/S	SF8 CLUTCH DISC,PRESSURE PLATE		
4	1	PC/S	SECONDARY CLUTCH ASSY		
5	1	PC/S	SF8 FLYWHEEL DUAL		

b. Procurement Process

1. For the End-user, ensure the completion of the documents in order to proceed w/ the procurement process
2. The supplier/ provider, ensure the completeness of the documents being required by the Bids & Awards Committee (BAC) for the procurement process on time based on the procurement schedule including TOR duly signed by the end-user and conformed by the supplier/ contractor.
3. If the procurement process reaches the ensuring year, observe that the allowed delivery is only up to what is stipulated in the contract.
4. The supplier/ contractor must have an existing and legal Automotive Establishment with DTI/ BIR/ Business Permit and issues Receipt/ Invoice for each service rendered/ sale of goods.
5. Ensure that there are readily- available supplies upon submission of the 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 20 days after the issuance of PO and NTP
3. During the delivery, strictly 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 with the Supplier/ Contractor regarding the concern.
5. Coordination with the Supplier/ Contractor shall be the function of the CGSO- PMD as its mandate
6. Supplier agrees to supply & delivered the goods and perform the services as applicable, on the terms set up in this agreement
7. Supplier shall at its own expense pack, load and deliver good to the delivery point with the invoicing, delivery terms and other instructions printed on the phase of the purchase order.
8. Supplier shall ensure the quality of goods in appropriate packaging.
9. Time is of the essence with respect of the delivery of goods.
10. Goods shall be delivered by the applicable delivery date.

d. Inspection and Acceptance

1. The CGSO- PSMD shall inspect and accept the delivery.
2. The Supplier/ Contractor shall present the PO and Issue Charge Invoice/ 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 the Commission on Audit (COA) to include the the concerned offices on the delivery such as the City Accountant's Office (CAccO) and the Commission on Audit (COA) to include the same in the Payables

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

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

The deliverable of the City Government shall be as follows:

- a. On time payment of the supplier/ contractor 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 the Verified Report.

Prepared by:

**Englebert M. Gumin**  
**Motorpool Supervisor II**

Submitted by:

**Jonathan S. Relato**  
**Administrative Officer IV**

Noted by:

**Engr. MICHAEL N. QUIZON JR.**  
**City General Services Officer**

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*