



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 Supplies/Materials to be used for the Preventive Maintenance for Extrication and Collapsed Structure Equipment 2024 of the CDRRMO-SAFRU in the City of San Fernando, Pampanga**

Location of the Project : **City Mayor's Office - City Disaster Risk Reduction and Management Division**

Company Name

Date :

**Jun 3, 2024**

PR No. :

**2024-04-00712**

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, June 10, 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	kg(s)	High Temperature Synthetic Lithium Base Lubricating Grease			
2	2	box(s)	Spark Plug NGK CR7HIX IRIDIUM (C7HSA) 4pcs/box			
3	3	gal(s)	Hydraulic Fluid -AERO Fluid 41 (Shell) -Univis HVI-13 (ESSO) -AERO-Hydraulic 520 (Total) -Naturelle HFE 15 (Shell)			
4	1	box(s)	Spark Plug W20EPR-U IRIDIUM 4pcs/box			
5	1	box(s)	Spark Plug CR6HIX IRIDIUM			
6	10	set(s)	Tire Repair Kit			
7	5	btl(s)	Wd 40 (Rust Remover) 12.9 oz			
8	5	btl(s)	Engine Degreaser (Wd40)			
9	2	btl(s)	Air Compressor Oil			
10	1	set(s)	Grease Gun Pump Gun Cleaning Oil for Pistol: Pistols, rifles, shotguns and shot handguns. Grease Gun Pump Heavy duty: Designed for use with high pressure hoses. Grease Gun Pump Automatic User-friendly design and securely attach to all 600cc heavy duty grease gun. Electric Grease Gun Pump: Design for use in high-efficiency conditions; ergonomically designed for easy use and mounting; grease gun attachment. Pneumatic Air Grease Gun: Compatible with all powercool pre-installed hose / grease gun. Ingco Grease Gun attachment. Model No: CGULI2001 Specifications: Capacity: 400CC 140z Working Pressure: 4000psi. Burst Pressure			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			8000psi. Material: Aluminum. ¼ Dr. 3-ways loading 14oz. Cartridge Bulk Dispenser. Included Accessories 1 pc 18 High Pressure Nylon Grease Hose 1 pc bracket			
11	2	pc(s)	Water Impeller (15HP)			
12	1	pc(s)	Water Impeller (25HP)			
13	1	pc(s)	Water Impeller (30HP)			
14	2	pc(s)	Water Impeller (40HP)			
15	3	set(s)	Bottle Jack 10 Ton			
16	4	set(s)	Jack Stand 3 Tom			
17	4	set(s)	Booster Cable			
18	1	set(s)	Battery Charger -PCBC 650 -Main Voltage: 220-240V -Frequency: 50-60Hz -Charger Voltage: 12V/24V -Charger: Input Power: 10watts -Effective Current: 12/24V: 90A -Average Current: 12/24V: 70A -Start: Input Power: 10 Watts -Effective Current: 570A -Average Current: 360A -Dimension: 620mm x 340mm -Weight: 28 Kg			
19	4	pc(s)	Power Handle ½ Drive -18 inches			
20	4	pc(s)	Deep Socket ½ Drive 21mm			
21	4	pc(s)	Deep Socket ½ Drive 22mm			
<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 PREVENTIVE MAINTENANCE FOR EXTRICATION AND COLLAPSED STRUCTURE EQUIPMENT 2024 TO BE USED FOR CDRRMO-SAFRU IN THE CITY OF SAN FERNANDO, PAMPANGA**

#### **I.BACKGROUND**

Preventive maintenance is the systematic care and protection of tools, equipment, machines, and vehicles in order to keep them in a safe, usable condition, that limits downtime and extends productivity. We must always be aware that maintenance tasks themselves are potentially hazardous and can result in injury.

Equipment and tools must be properly maintained so that workers are not endangered. Construction regulations require inspections of vehicles, tools, machines, and equipment before use.

Preventive maintenance is used to anticipate and prevent the breakdown of equipment and should ideally be performed on all items of equipment to prevent age-related failure. Manufacturers often provide recommendations to maintain a piece of equipment. By maintaining the assets, it prevents potentially dangerous failure, mitigating against injury and any associated liability lawsuits. Making sure equipment run according to guidelines, in help improve the lifespan of the machine, failing parts reduce the life of the equipment, resulting in expensive repair and replacement.

In order to perform the preventive maintenance, the following are needed for proper preventive maintenance regularly to reduce the failure of the machine and equipment.

#### **II.BUDGETARY REQUIREMENT**

The Budgetary Requirement for the Supply and Delivery of Preventive Maintenance for Extrication and Collapsed Structure Equipment 2024 to be used for CDRRMO-SAFRU in the City of San Fernando, Pampanga, is included in the PPMP, which is in the amount of ONE HUNDRED THIRTY FOUR THOUSAND FOUR HUNDRED FIFTY PESOS (P 134,450.00).

#### **III.OBJECTIVES**

- To perform the regularly preventive maintenance to reduce the failure of the machine and equipment.

#### **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
1	kg	High Temperature Synthetic Lithium Base Lubricating Grease	20 days from the receipt of P.O	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
2	box	Spark Plug NGK CR7HIX IRIDIUM (C7HSA) 4pcs/box		
3	gallon	Hydraulic Fluid -AERO Fluid 41 (Shell) -Univis HVI-13 (ESSO) -AERO -Hydraulic 520 (Total) -Naturelle HFE 15 (Shell)		
1	box	Spark Plug W20EPR-U IRIDIUM 4pcs/box		
1	box	Spark Plug CR6HIX IRIDIUM		
10	set	Tire Repair Kit		
5	bottle	Wd 40 (Rust Remover) 12.9 oz		
5	bottle	Engine Degreaser (Wd40)		
2	bottle	Air Compressor Oil		
1	set	Grease Gun Pump Gun Cleaning Oil for Pistol: Pistols, rifles, shotguns and shot handguns. Grease Gun Pump Heavy duty: Designed for use with high pressure hoses. Grease Gun Pump Automatic User-friendly design and securely attach to all 600cc heavy duty grease gun. Electric Grease Gun Pump: Design for use in high-efficiency conditions; ergonomically designed for easy use and mounting; grease gun attachment. Pneumatic Air Grease Gun: Compatible with all powercool pre-installed hose / grease gun. Ingco Grease Gun attachment. Model No: CGULI2001 Specifications: Capacity: 400CC 140z		

		Working Pressure: 4000psi. Burst Pressure 8000psi. Material: Aluminum. ¼ Dr. 3-ways loading 14oz. Cartridge Bulk Dispenser. Included Accessories 1 pc 18 High Pressure Nylon Grease Hose 1 pc bracket		
2	pcs	Water Impeller (15HP)		
1	pc	Water Impeller (25HP)		
1	pc	Water Impeller (30HP)		
2	pcs	Water Impeller (40HP)		
3	set	Bottle Jack 10 Ton		
4	set	Jack Stand 3 Tom		
4	set	Booster Cable		
1	set	Battery Charger -PCBC 650 -Main Voltage: 220-240V -Frequency: 50-60Hz -Charger Voltage: 12V/24V -Charger: Input Power: 10watts -Effective Current: 12/24V: 90A -Average Current: 12/24V: 70A -Start: Input Power: 10 Watts -Effective Current: 570A -Average Current: 360A -Dimension: 620mm x 340mm -Weight: 28 Kg		
4	pcs	Power Handle ½ Drive -18 inches		
4	pcs	Deep Socket ½ Drive 21mm		
4	pcs	Deep Socket ½ Drive 22mm		

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 to supply the requirements upon issuance of DOC.
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 from 20 days from the receipt of P.O.
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-PMD 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 preventive maintenance 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 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**  
LDRRMO IV



CONFORME:
<hr style="border: 0; border-top: 1px solid black;"/> Signature over Printed Name
<hr style="border: 0; border-top: 1px solid black;"/> 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.