



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 Oils and Lubricants for the Three Generator Set and other Equipment used for Engineering Interventions of the City Engineer's Office for 2nd Quarter of 2024 in the City of San Fernando, Pampanga subject to Ordering Agreement**

Location of the Project : **City Engineer's Office**

Company Name

Address

Date : **Jun 18, 2024**

PR No. : **2024-06-01068**

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 25, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Monalyn M. Aquino
Administrative Aide VI (Buyer II)

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	630	liter(s)	DIESEL ENGINE OIL X7 10W-40 FULLY SYNTHETIC MOTOR OIL			
2	500	liter(s)	CHAINSAW ENGINE OIL SAE 40 SG/CD			
3	30	canister	WD 40 (XL)			
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

Project Title : Supply, and Delivery of Oils and Lubricants for the 2nd Quarter of 2024 to be used for the City Engineer’s Three Generator Set and other Equipment used for Engineering Interventions within the City of San Fernando, Pampanga *subject to ordering Agreement* ✓

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. In the performance of this function, we believe on the need to maintain well-functioning equipment and other facilities like generator sets. 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 building and other structure/facilities for public usage within the City of San Fernando, Pampanga.

Approved Budget :Four Hundred Fifty Seven Thousand Pesos (Php 457,000.00)

Minimum Requirement for the Supplier

1. The Supplier must ensure the specifications of requirements indicated below:

DESCRIPTION	QUANTITY	UNIT	UNIT COST	AMOUNT
Diesel Engine Oil X7 10w-40-Fully	630	Liters	550.00	346,500.00

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

synthetic motor oil				
Chainsaw Engine Oil SAE 40 SG/CD	500	Liters	200.00	100,000.00
WD 40 (XL)	30	Canisters	350.00	10,500.00
TOTAL				457,000.00

2. The supplier must be compliant with the IATF Health and Safety Protocols.
3. The Supplier must follow the procurement, delivery 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 the quantity of the abovementioned materials 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.
- 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:

AIMERIE G. SAMPANG
Procurement Officer

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

Noted by:

Conforme:


Engr. ANELE C. DAVID
City Engineer

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.