



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 Three (3) Units Brand New Motorcycle to be used as Service Vehicle of the Bureau of Fire Protection in the City of San Fernando, Pampanga**
Location of the Project : **Bureau of Fire Protection**

Company Name
Date : **Jul 9, 2024**
PR No. : **2024-07-01204**

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, July 16, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga.**

Canvassed by: _____ Approved by: _____

Rachelle M. Pangilinan 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	3	unit(s)	<p>ENGINE</p> <p>Engine type: Liquid cooled, 4-stroke,SOHC,4-Valve</p> <p>Cylinder arrangement: Single Cylinder</p> <p>Displacement: 155 cm3</p> <p>Bore & stroke: 58.0 x 58.7 mm</p> <p>Compression ratio: 11.6:1</p> <p>Maximum horse power: 11.3kW(15.4PS)/8000r/min</p> <p>Maximum torque: 13.9N* m(1.4kgf m)/6500r/ min</p> <p>Starting system: Electric Starter</p> <p>Lubrication system: Wet sump</p> <p>Engine Oil capacity: 1 Liter</p> <p>Fuel supply system: Fuel Injection</p> <p>Clutch type: Dry, centrifugal, shoe</p> <p>Transmission type: V-belt automatic</p> <p>CHASSIS</p> <p>Frame type: Backbone</p> <p>Front Suspension: Telescopic fork</p> <p>Rear suspension: Unit Swing</p> <p>Front tire: 110/70-13M/C 48P Tubeless</p> <p>Rear tire: 130/70*13M/C 63P Tubeless</p> <p>Front brake: Hydraulic single disc brake</p> <p>Rear brake: Hydraulic single disc brake</p> <p>ELECTRICAL</p> <p>Ignition system type: TCI (Transistor Controlled Ignition)</p> <p>Battery: YTZ6V</p> <p>Headlight: LED</p> <p>Tail Light; LED</p> <p>DIMENSION</p> <p>Overall length x width x height: 1935mm x 740mm x 1160mm</p> <p>Seat height: 765 mm</p> <p>Wheelbase: 1340mm</p> <p>Minimum ground clearance: 25mm</p> <p>Wet weight (with oil and full fuel tank): 31kg</p> <p>Fuel Tank capacity: 7.1L</p> <p>STANDARD EQUIPMENT</p> <p>Master panel: Digital</p> <p>Stop & start system: Equipped</p>			



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Location of the Project : **Bureau of Fire Protection**

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			Anti lock and brake system: Equipped Traction Control System: Equipped COLOR VARIATION: Dark Blue/Matte Black INCLUSIONS: 3 YRS LTO registration 3 Yrs TPL insurance 1 Year warranty 6 service coupons 100 worth of gasoline 4 service coupons for Carburetor unit TPL insurance			
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



Republic of the Philippines
Department of the Interior and Local Government
BUREAU OF FIRE PROTECTION
City of San Fernando Fire Station
Consunji St. Sto. Rosario, City of San Fernando, Pampanga
Tel/Fax No: 961-2313/09438300818
Email Add: csffirestation2313@gmail.com



TERMS OF REFERENCE
SUPPLY AND DELIVERY ONE (3) UNIT BRAND NEW MOTORCYCLE
TO BE USED AT THE
FOR BUREAU OF FIRE PROTECTION 2024

I. BACKGROUND

Pursuant to RA 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 of San Fernando Fire Station 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 Bureau of Fire Protection 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 delivery of Brand New Motorcycles that would enable the City Government to perform productively and efficiently.

II. BUDGETARY REQUIREMENT

The Supply and Delivery of **Three (3) Unit Brand New Motorcycle** to be used for Bureau of Fire Protection 2024 amounting to **TWO MILLION PESOS (Php 2,000,000.00)** is included in the **2024 20% LGU SHARE FIRE PROTECTION PLANS AND BUDGET (FPPB) FY'S 2018, 2020, 2022** as implementing office/department.

III. OBJECTIVES

The objectives of the Supply and Delivery of **Three (3) Unit Brand New Pick-Up A/T** to be used at the Bureau of Fire Protection City of San Fernando Fire Station in the City of San Fernando, Pampanga subject to Ordering Agreement are as follows:

1. Procurement of Brand New Motorcycle to be used for Inspection and Response Transportation of the City of San Fernando Fire Station Personnel's in the City of Government of San Fernando, Pampanga.

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
OFFICE SUPPLIES				
3	Unit	<p>ENGINE Engine type: Liquid cooled, 4-stroke,SOHC,4-Valve Cylinder arrangement: Single Cylinder Displacement: 155 cm³ Bore & stroke: 58.0 x 58.7 mm Compression ratio: 11.6:1 Maximum horse power: 11.3kW(15.4PS)/8000r/min Maximum torque: 13.9N* m(1.4kgf m)/6500r/ min Starting system: Electric Starter Lubrication system: Wet sump Engine Oil capacity: 1 Liter Fuel supply system: Fuel Injection Clutch type: Dry, centrifugal, shoe Transmission type: V-belt automatic CHASSIS Frame type: Backbone Front Suspension: Telescopic fork Rear suspension: Unit Swing Front tire: 110/70-13M/C 48P Tubeless Rear tire: 130/70*13M/C 63P Tubeless Front brake: Hydraulic single disc brake Rear brake: Hydraulic single disc brake ELECTRICAL Ignition system type: TCI (Transistor Controlled Ignition) Battery: YTZ6V Headlight: LED Tail Light; LED DIMENSION Overall length x width x height: 1935mm x 740mm x 1160mm Seat height: 765 mm Wheelbase: 1340mm Minimum ground clearance: 25mm Wet weight (with oil and full fuel tank): 31kg Fuel Tank capacity: 7.1L STANDARD EQUIPMENT Master panel: Digital Stop & start system: Equipped Anti</p>	90 Days upon issuance of NTP and P.O	City of San Fernando Fire Station, City of San Fernando Pampanga

	lock and brake system: Equipped Traction Control System: Equipped COLOR VARIATION: Dark Blue/Matte Black INCLUSIONS: 3 YRS LTO registration 3 Yrs TPL insurance 1 Year warranty 6 service coupons 100 worth of gasoline 4 service coupons for Carburetor unit TPL insurance		
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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. 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 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 90 Days upon issuance of NTP and PO.
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 meals and to immediately notify the supplier/ contractor in case of any concerns before the acceptance.

D. Inspection and Acceptance

1. The End- user shall accept the delivery with the (1) delivery receipts, and submit immediately to the Inspector or CGSO- PSMD together with the (2) attendance sheet/s as part of the utilization where the quantity of the delivery is the same as the number of attendees and photo documentation of the delivery.
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

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

1. Provide the quantity of **Three (3) Unit Brand New Motorcycle** being required by the project/ program; and
2. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.

B. The deliverables of the City Government shall be as follows:

1. On- time payment of the supplier/ contractor i.e., 15 days after delivery regardless if the delivery is per month or Ordering Agreement.
2. End- user shall monitor the delivery of requirements.
3. The Procurement Officer shall assist in the monitoring, delivery and on- time payment of the supplier.
4. Provide necessary and readily- available documents such as during the conduct of post- audit.

5. Evaluate the performance of the supplier/ contractor and in case there is a violation to the Contract/ Agreement, prepare a Verified Report.

Prepared by:



FO2 Valerie May B Arrozal
BFP-Purchasing Officer

Approved by:



FCINSP ~~NESTOR C. BUITA~~
City Fire Marshal

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.