



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)



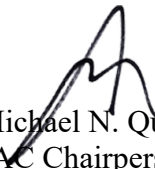
Project Title : **Supply and Delivery of Grass Cutter Machine to be used at the CGSO-Utility & Maintenance Services Division in the City of San Fernando, Pampanga**

Location of the Project : **City General Services Office - Utility and Maintenance Services Division**

Company Name	Date : <b>Sep 12, 2024</b>
Address	PR No. : <b>2024-09-01683</b>

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Thursday, September 19, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga.**

Canvassed by: **Lorraine Kate M. Escoto**

Approved by:   
**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	10	unit(s)	Grass Cutter Machine GX-35 Four (4) Stroke w/ Accessories, Tools & Blade Specification: Air Cooled, Four Stroke, Piston Valve method gasoline Max. Output: 2HP			
<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 GRASS CUTTER MACHINE TO BE USED AT THE CSGO-UTILITY & MAINTENANCE SERVICES DIVISION IN THE CITY OF SAN FERNANDO, PAMPANGA.

#### I. BACKGROUND

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

As the City General Services Office envisions to be a responsible and committed provider of quality and up-to-date process in the maintenance of City's facilities and assets, and a leader in the formulation of sustainable measures, systems and strategies suitable for a model City of Countryside Development, the office is proposing for the Grass Cutting Operations along major thoroughfares of the City of San Fernando, Pampanga.

The CGSO-Utility & Maintenance Services Division is mandated by law to carry out basis services to provide utility services to all City Government Offices and facilities, road islands and landmarks including street sweeping ; manage grass cutting services and maintain cleanliness of all major, roads and thoroughfare of the City.

#### II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Grass Cutter Machine to be use at the CGSO-Utility & Maintenance Services in the City of San Fernando, Pampanga is included in the PPMP NO. 2024-1660, which is in the amount TWO HUNDRED FIFTY THOUSAND PESOS (P250,000.00).

#### III. OBJECTIVES

The objectives of the Supply and Delivery of Grass Cutter Machine to be used at the CGSO-Utility and Maintenance Services Division in the City of San Fernando, Pampanga are as follow.

1. To promote cleanliness within the thoroughfare of the City.
2. To effect environment and sanitation related advocacies of the City Government.

#### 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

Quantity	Unit	Item Description/Specification	Delivery Date	Location
10	unit	Grass Cutter Machine GX-35 4 Stroke w/ Accessories, tools & Blade Specification: Air Cooled, four stroke, piston valve method gasoline Max. Output: 2HP	Within 20 days upon issuance of NTP	Central Storage Del Pilar

##### 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 within 20 days upon the issuance of NTP.
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 within 20 days after the NOD.
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 specification, 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 concern 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.

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 Grass Cutter Machine 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 by:

  
**ROLANDO D. LOPEZ**  
Procurement Officer

REVIEWED BY:

  
Engr. **ROMEL S. SALVADOR**  
UMSD Head

APPROVED BY:

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

<b>CONFORME:</b>
Signature over Printed Name
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 performance of the supplier/ contractor