



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/Maintenance of BFP Owned Rosenbauer and ISUZU Water Tender assigned to the Bureau of Fire Protection in the City of San Fernando, Pampanga**

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

Company Name
Date : **Oct 31, 2024**
PR No. : **2024-10-02084**

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, November 5, 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	1	set(s)	<p>FIRE TRUCK ROSENBAUER PULL-OUT TWO COWL HYDRAULIC CYLINDER Dismantle Clean/Check-Up Replace Hydraulic Cylinder Repair Kit Assemble Install Refill Hydraulic Fluid</p> <p>Parts: Hydraulic Cylinder Repair Kit</p> <p>Hydraulic Fluid Degreaser</p> <p>PULL-OUT, LEFT FRONT WHEEL U-Bolt Leaf Spring Pin Replace Leaf Spring Assembly Install</p> <p>Parts: Leaf Spring Assembly</p>			
2	1	set(s)	<p>ISUZU WATER TENDER Drain Motor Oil – Replace of oil filter Flushing Refill Replace of Fuel Filter Water Separator Bleed Replace Air Cleaner Element Drain Radiator -Flushing -Refill with Radiator Coolant Pull-Out Pneumatic Door Control Valve - Replace control valve -fix air leaking -install -leak test Replacement air horn magnetic valve Greasing All Fittings Aircon -Cleaning -Flushing -Leak Test</p>			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			Replace Expansion valve -dryer filter -cabin filter Parts: 1 set -Oil Filter 2 Pails -Motor Oil 1 pc – Fuel Filter 1 pc – Water Separator 1 pc – Air cleaner element 10 ltrs- Radiator Coolant 1 pc- Pneumatic Door Control Valve 1 pc – Air horn Magnetic Valve Degreaser			
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

Contract of Service for the Repair/Maintenance of BFP Owned Rosenbauer and ISUZU Water Tender assigned to the Bureau of Fire Protection City of San Fernando, Pampanga

I. RATIONALE

The Bureau of Fire Protection City of San Fernando Fire Station has been providing 24/7 emergency rescue services for the City of San Fernando. BFP San Fernando caters to various rescue related, medical and non-medical emergencies daily on the top of rescue operations in the event of natural disasters.

This initiative according to the proclamation propagates safety consciousness among our people every day of the year as a positive preventive approach to a problem that can be solved by more caution and vigilance.

This is needed when there are hazards presents and has the serious limitation that it does.

II. BUDGETARY REQUIREMENT

Contract of Service of the Repair/Maintenance of BFP Owned Rosenbauer and Isuzu Water Tender assigned to Bureau of Fire Protection. With amounting to **TWO HUNDRED FOURTEEN THOUSAND THREE HUNDRED PESOS (Php 214,300.00)** 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 are as follows:

1. Procurement of parts is essential for the day-to-day operations of the Service Vehicles and Equipment to work productively and Efficiency 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 fulfil 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 the item 15 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 shall:

- a. Specifications/ Schedule of Requirements

1	set	FIRE TRUCK ROSENBAUER PULL-OUT TWO COWL HYDRAULIC CYLINDER Dismantle Clear/Check-Up Replace Hydraulic Cylinder Repair Kit Assemble Install Refill Hydraulic Fluid Parts: Hydraulic Cylinder Repair Kit	15 or 20 days upon issuance of purchase notice to proceed	City of San Fernando Fire Station, Pampanga
2	Set(s)	Hydraulic Cylinder Repair Kit		
1	Gal	Hydraulic Fluid Degreaser		
		PULL-OUT, LEFT FRONT WHEEL U-Bolt Leaf Spring Pin Replace Leaf Spring Assembly Install Parts: Leaf Spring Assembly		
1	Set	Leaf Spring Assembly		
ISUZU WATER TENDER				
1	set	ISUZU WATER TENDER Drain Motor Oil - Replace of oil filter Flushing Refill Replace of Fuel Filter Water Separator Bleed Replace Air Cleaner Element Drain Radiator - Flushing -Refill with Radiator Coolant Pull-Out Pneumatic Door Control Valve -Replace control valve -fix air leaking -install -leak test Replacement air horn magnetic valve Greasing All Fittings Aircon - Cleaning -Flushing -Leak Test Replace Expansion valve -dryer filter -cabin filter	15 or 20 days upon issuance of purchase notice to proceed	City of San Fernando Fire Station, Pampanga

Parts: 1 set -Oil Filter 2 Pails -Motor Oil 1 pc - Fuel Filter 1 pc - Water Separator 1 pc - Air cleaner element 10 ltrs- Radiator Coolant 1 pc- Pneumatic Door Control Valve 1 pc - Air horn Magnetic Valve Degreaser		
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A. 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 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.

B. 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 15 days or 20 days upon issuance of purchase notice to proceed.
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.

C. 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 supplies 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 SHEILA MARIE C FLORENDO
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.