



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 One (1) Unit Brand New Electric Bike (4 wheeler) to be used for Administrative & Mobility Purposes of the City Government of San Fernando, Pampanga**

Location of the Project : **City General Services Office - Motorpool Division**

Company Name
Date : **Dec 4, 2024**
PR No. : **2024-11-02334**

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, December 9, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Paolo Cesar E. Areola

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	unit(s)	ELECTRIC BIKE (4 WHEELER AND 4 SEATER) BATTERY 60V20AH SPEED 30-40 KM/HR CHARGING TIME 7-8 HOURS RANGE 60-70 KM/S POWER 800WATTS LOAD CAPACITY 200- 300 KG/S 4 WHEELS TIRE SIZE 3.50-8 COLOR RED STEERING WHEEL DIGITAL PANEL BOARD BLUETOOTH MP3 PLAYER HANDBRAKE 1 YR/S WARRANTY PERIOD			
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 One (1) Units Brand New Electric Bike (4 wheeler) to be used for Administrative & Mobility Purposes of the City Government of San Fernando, Pampanga
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I. BACKGROUND

Pursuant to R.A. 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 General Services Office (CGSO) 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 CGSO 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 Water Tanker (Stainless) that would enable the City Government to perform productively and efficiently.

II. BUDGETARY REQUIREMENTS

The Budgetary Requirements for the Supply and Delivery of One (1) Unit Brand New Electric Bike (4 wheeler) to be used at the CGSO-Motorpool Division in the City of San Fernando, Pampanga is included in the PPMP and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of ONE HUNDRED THIRTY THOUSAND PESOS (130,000.00)

III. OBJECTIVES

The objectives of the Supply and Delivery of One (1) Unit Brand New Electric Bike (4 wheeler & 4 seater) in the City of San Fernando, Pampanga

1. Procurement of Brand New Electric Bike (4 wheeler and 4 seater) to be used at the CGSO-Motorpool Division of the City Government in the City Government of San Fernando, Pampanga

IV. SCOPE OF SERVICES

1. The Supplier shall provide to the City all the necessary services to fulfill 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 Brand New Electric Bike (4 wheeler and 4 seater), Sixty days (60) calendar days after the issuance of PO and NTP at the City's Central Storage
2. The supplier shall ensure that all the Brand New Electric Bike (4 wheeler and 4 seater) are appropriately delivered in good manner to avoid physical damage
3. The supplier shall replace the damage, broken, scratches on the Brand New Electric Bike (4 wheeler and 4 seater) free of charge w/in 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 the Brand New Electric Bike (4 wheeler and 4 seater) 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

Item no.	Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
1	1	unit/s	ELECTRIC BIKE (4 WHEELER AND 4 SEATER) BATTERY 60V20AH SPEED 30-40 KM/HR CHARGING TIME 7-8 HOURS RANGE 60-70 KM/S POWER 800WATTS LOAD CAPACITY 200- 300 KG/S 4 WHEELS TIRE SIZE 3.50-8 COLOR RED STEERING WHEEL DIGITAL PANEL BOARD BLUETOOTH MP3 PLAYER HANDBRAKE 1 YR/S WARRANTY PERIOD	60 calendar days or after the issuance of PO and NTP	Central Storage, New Public Market, Brgy. Del Pilar CSFP

b. Procurement Process

1. For the End-user, ensure the completion of the documents in order to proceed w/ the procurement process
2. The supplier/ provider , ensure the completeness of the documents being required by the Bids & Awards (BAC) for the procurement process on time based on the procurement schedule including TOR duly the user and conformed by the supplier/contractor.
3. If the procurement process reaches the ensuring 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 the Request for Quotation (RFQ) Bid 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.

Con

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 Sixty days (60) calendar days after the issuance of PO and NTP
3. During the delivery, strictly the provisions enumerated in the Terms and Condition of the PO/Contract

Prepared by:


Engbert M. Gumin
Motorpool Supervisor II

Submitted by:


Jonathan S. Relato
Administrative Officer IV

Noted by:


Engr. MICHAEL N. QUIZON JR.
General Services Officer

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