



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 Assistive Devices to be given to various PWDs in the City of San Fernando, Pampanga for the year 2023**  
Location of the Project : **City Social Welfare and Development Office**

Company Name

Date : **Jul 14, 2023**

PR No. : **2023-03-00682**

Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Wednesday, July 19, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Jolina B. Vital

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	pc(s)	Electric Scooter/Bike/Tricycle -3 Seater with 3 Wheels -Rechargeable -Power 350W -Battery 48V 12Ah Gel Type -Tire Tube type Size 16 x 2.125 -Charge Time 6-8 hours -Speed 35-40km/hr -Range 35-40km -Load Capacity Weight 120kg			
2	7	pc(s)	Quad Cane (Small Base) 4 point base provides additional support and stability -Aluminum tubing is durable and strong -Soft and comfortable plastic handgrip -Durable rubber tips to avoid slipping -Comes standard with wrist strap -Secured with a locking ring for added safety -Easy push button height adjustment in 1'' increments			



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Location of the Project : **City Social Welfare and Development Office**

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
3	5	pc(s)	Crutches Aluminum Adult -Height adjustable sticker indication -Quick adjustment to widely range Patients' height -Superior quality lightweight anodized Aluminum -Size: 62 inches ~ 70 inches -Easy handling -Long lasting -Comfotable -Anti-slip rubber plug -Aluminum lightweight -Odorless handles			
4	8	pc(s)	Walker (Folding Adult) -Anodized aluminum structure ensures maximum safety and strength while remaining lightweight. -Two button push release is easy to extend/fold. -Slip resistant rubber tips in the back with 5 inch wheels in the front provide maximum comfort while in use. -Width 44cm Height adjusts from 32 inch to 39 inch in 1 inch increment to accommodate users with different needs. -Designed with soft and comfortable handles.			
<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 ASSISTIVE DEVICES TO BE GIVEN TO VARIOUS PWDs FOR THE YEAR 2023 IN THE CITY OF SAN FERNANDO, PAMPANGA

#### I.BACKGROUND

Republic Act No. 7277 - An Act Providing for the Rehabilitation, Self-Development and Self-Reliance of Disabled Person and their Integration into the Mainstream of Society and for **"Magna Carta for Disabled Persons."** PWDs are part of the Philippines society and the State shall give full support to the improvement of the total well-being of PWDs and their integration into the mainstream of society. The State shall adopt policies ensuring the rehabilitation, self-development and self-reliance of PWDs and shall help them develop their skills and potentials to enable them to compete favorably for available opportunities.

The human rights model was engineered by the United Nations specifically to ease disability-related challenges. In principle, the human rights model views disability as a state that demands social protection, ensuring equal treatment, freedom, rights, respect of all PWDs with absolute dignity.

According to the human rights model, disabled people have the fundamental right to a life, social activities, cultural life, recreation, leisure, and sport that is unrestricted. It is believed that disabled people, like able-bodied people, should enjoy social experiences, social inclusion, and other services inclusive sports.

With this, the City of San Fernando has been formulating programs and services to address the medical and physical needs of PWDs. Assistance to Physical Restoration Services is a service designed to help PWDs who lacks financial resources to attain maximum improvements of their physical residual capacities to facilitate integration to family and community life.

#### II.BUDGETARY REQUIREMENT

The budgetary requirement for the Supply and Delivery of Assistive Devices to be given to various PWDs for the Year 2023 In the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2023- 1668 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of NINETY-TWO THOUSAND ONE HUNDRED PESOS (P92,100.00).

#### III.OBJECTIVES

To provide assistive devices to indigent qualified PWDs that may help with their mobility and other physical or medical conditions.

#### IV.TERMS AND CONDITIONS

During the procurement process and delivery/ implementation of the contract thru ordering agreement schedule, the end- user and the supplier/ contractor shall:

a. Specifications/ Schedule of Requirements

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
5	pc(s)	Walker (Folding Adult) -Anodized aluminum structure ensures maximum safety and strength while remaining lightweight. -Two button push release is easy to extend/fold. -Slip resistant rubber tips in the back with 5 inch wheels in the front provide maximum comfort while in use. -Width 44cm Height adjusts from 32 inch to 39 inch in 1 inch increment to accommodate users with different needs. -Designed with soft and comfortable handles.	July 2023	Central Storage GSO, City of San Fernando, Pampanga
5	pc(s)	Crutches Aluminum Adult -Height adjustable sticker indication -Quick adjustment to widely range Patients' height -Superior quality lightweight anodized Aluminum -Size: 62 inches ~ 70 inches - Easy handling -Long lasting -Comfotable -Anti-slip rubber plug -Aluminum lightweight -Odorless handles		
10	pc(s)	Quad Cane (Small Base) 4 point base provides additional support and stability -Aluminum tubing is durable and strong -Soft and comfortable plastic handgrip -Durable rubber tips to avoid slipping - Comes standard with wrist strap -Secured with a locking ring for added safety -Easy push button height adjustment in 1" increments		
5	pc(s)	Hand Pedal Handicapped Tricycle -Made of Iron -3 Wheels -Load Capacity (80-100 kg)		
5	pc(s)	Electric Scooter/Bike/Tricycle 3 Seater with 3 Wheels Rechargeable -Power 350W -Battery 48V 12Ah Gel Type -Tire Tube type Size 16 x 2.125 - Charge Time 6-8 hours -Speed 35-40km/hr -Range 35-40km		

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 transaction 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 upon issuance of DOC.
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 from July 13, 2023, and the contract shall end by the end of July 2023. By the end of the contract, the end- user can no longer prepare Order List and no DOC will be issued for the purpose.
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.

d. Inspection and Acceptance

1. The CGSO- PSMD shall inspect and accept the delivery.
2. The supplier/contractor shall present the PO and issue Sales Invoice.
3. The CGSO- PSMD shall prepare the corresponding Inspection and Acceptance Report/s.

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 the Assistive Devices 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 delivery.
- b. End- user shall monitor the delivery.
- c. The Procurement Officer shall assist in the monitoring and on- time payment of the supplier/ contractor.
- 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:

  
**ADELINE C. AQUINO**  
Disability Affairs Officer

Approved by:

  
**MARY ANN C. BILIWANG**  
for: Acting CSWD Officer/End-User

<b>CONFORME:</b>
_____ 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.