



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 Emergency and Hygiene Kits to be used for the Community Earthquake Drill (Batch 1-4) in the City of San Fernando, Pampanga**

Location of the Project : **City Mayor's Office - City Disaster Risk Reduction and Management Division**

Company Name

Date : **Jul 18, 2023**

PR No. : **2023-05-01127**

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 25, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Joan D. Gutierrez

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 | 200 | pc(s) | Hygiene Kits 5 Toothbrush - Medium bristles w/ cap 1 Toothpaste - 50ml 2 Soap - 60g Alcohol - 60ml Sanitizer - 60ml Facemask - 3 ply Shampoo - 15ml sachet Tissue roll - 3 ply Comb - plastic | | | |
| 2 | 200 | pc(s) | Emergency Kit Pouch (Dignity Kits) Hard case with CSFP and CDRRMC logo Bag Material: Eva Nylon Bag Color: Red Bag Size: 21*13*5.5cm INCLUSIONS: 5 Adhesive Bandage 1 Medical Gauze Sheet 1 Ice Bag 5 Alcohol Disinfectant Sheet | | | |



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| Item No. | Qty | Unit | Item Description | Remarks | Unit Price | Total |
|----------------------|-----|------|---|---------|------------|-------|
| | | | 1 Medical Tape 1 Silicone Tourniquet 1 First Aid Insulation Blanket 1 Triangular Bandage 1 PBT Elastic Bandage 1 Plastic Tweezers 1 Scissors 5 Safety Pin 1 First Aid Manual 1 First Aid Bag | | | |
| 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

SUPPLY AND DELIVERY OF EMERGENCY AND HYGIENE KITS TO BE USED FOR THE COMMUNITY EARTHQUAKE DRILL (BATCH 1-4) IN THE CITY OF SAN FERNANDO, PAMPANGA.

I.BACKGROUND

The City Disaster Risk Reduction and Management Office-City Government of City of San Fernando Pampanga, in its mandate, is to enhance and capacitate its constituent/community. Performing Community Earthquake Drill on a regular basis will familiarize and enable the BDRRMCs and the entire community to practice their specific roles during emergencies. It will measure the effectiveness of the various parts of the Contingency Plan, in the process identify problems that may be encountered and the possible steps to resolve them.

The City Disaster Risk Reduction and Management Office-City Government of the City of San Fernando Pampanga also promote a sense of awareness that does not only commence from the part of the constituency, rather, underlines the necessary involvement and cooperation from the constituency in the process.

II.BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of _____ to be used for the Community Earthquake Drill (Batch 1-4) in the City of San Fernando, Pampanga, is included in the PPMP in the amount of **ONE HUNDRED FIFTY THOUSAND PESOS (P 150,000.00)**.

III.OBJECTIVES

1. To enhance and capacitate the Community on how to respond in times of emergencies and /or disaster by facilitating community earthquake drills;

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
- b.

| Qty. | Unit | Item Description/ Specifications | Delivery Date | Location |
|------|------|--|-----------------------|--|
| 200 | pcs | Hygiene Kits 1 Shampoo - 15 ml sachet 5 Toothbrush - medium bristles w/cap 1 Toothpaste - 50ml 2 Soap - 60g Alcohol - 60ml Sanitizer - 60ml Facemask - 3 ply Tissue roll - 3 ply Comb - plastic | June December 2023 | Central Storage, New Public Market, Del Pilar, CSFP |
| 200 | pcs | Emergency Kit Pouch (Dignity Kits) Hard case with CSFP and CDRRMC logo Bag Material: Eva Nylon Bag Color: Red Bag Size: 21*13*5.5cm | | |

| | | | | |
|--|--|---|--|--|
| | | <p>INCLUSIONS:</p> <p>5 Adhesive Bandage</p> <p>1 Medical Gauze Sheet</p> <p>1 Ice Bag</p> <p>5 Alcohol Disinfectant Sheet</p> <p>1 Medical Tape</p> <p>1 Silicone Tourniquet</p> <p>1 First Aid Insulation Blanket</p> <p>1 Triangular Bandage</p> <p>1 PBT Elastic Bandage</p> <p>1 Plastic Tweezers</p> <p>1 Scissors</p> <p>5 Safety Pin</p> <p>1 First Aid Manual</p> <p>1 First Aid Bag</p> | | |
|--|--|---|--|--|

c. 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. Ensure to supply the requirements upon issuance of DOC.
5. 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.

d. 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 June-December 2023.
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 and to immediately notify the supplier/contractor in case of any concerns before the acceptance.
- e. 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-PMD shall prepare the corresponding Inspection and Acceptance Report/s.

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 hygiene and dignity kits 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 and submitted by:

RAYMOND B. DEL ROSARIO
LDRRMO 

| |
|-----------------------------|
| CONFORME: |
| _____ |
| 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 the performance of the supplier/ contractor.