



Republic of the Philippines

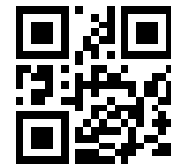
Province of Pampanga

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 Buntis Kits to be used for the Buntis Party during the 49th Nutrition Month Celebration in the City of San Fernando, Pampanga**

Location of the Project : **City Health Office**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

Date : **Jul 25, 2023**

PR No. : **2023-07-01637**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, July 31, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, 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	150	set(s)	Buntis Kits for Infants: 1 pc Pajama, long sleeves shirt, a pair of booty and mittens, cap, 2 pcs new born diaper, 1 btl isopropyl alcohol 500 ml and a Plastic storage box			
<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 Buntis Kits to be used for the Buntis Summit 2023 of the City Health Office in the City of San Fernando, Pampanga

#### I. BACKGROUND

High-quality universal newborn health care is the right of every newborn everywhere. Babies have the right to be protected from injury and infection, to breathe normally, to be warm and to be fed. All newborns should have access to essential newborn care, which is the critical care for all babies in the first days after birth. Essential newborn care involves immediate care at the time of birth, and essential care during the entire newborn period. It is needed both in the health facility and at home.

#### II. BUDGETARY REQUIREMENT

Supply and Delivery of Buntis Kits to be used for the Buntis Summit 2023 of the City Health Office in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2023-2990 and already included in the Annual Procurement Plan of the City Government in the amount of SEVENTY-FIVE THOUSAND PESOS (P75,000.00).

#### III. OBJECTIVES

Supply and Delivery of Buntis Kits to be used for the Buntis Summit 2023 of the City Health Office in the City of San Fernando, Pampanga are as follows:

- To establish awareness of all mothers the importance of essential newborn care.
- To impart knowledge on the importance proper handling of neonates for the prevention of spread of infection.
- To emphasize the importance practice proper hygiene before handling newborn babies.

#### IV. TERMS AND CONDITIONS

During the procurement and delivery/ implementation of the contract, the end user and the supplier/ contractor shall:

a. Specifications/ Schedule of Requirements

Qty	Unit	Item Description/ Specifications	Delivery Date	Location
150	sets	Buntis Kits for Infants: 1 pc Pajama, long sleeves shirt, a pair of booty and mittens, cap, 2 pcs new born diaper, 1 btl isopropyl alcohol 500 ml and a Plastic storage box	July - September 2023	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 with procurement process.

2. For the supplier/ provider, ensure the completeness of the documents being required by Bids and Awards Committee (BAC) for the procurement process on time based on procurement schedule including this TOR duly signed by the end-user and confirmed by the supplier/ provider.
3. If the procurement process reaches the ensuing year, observe that the allowed delivery is 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.

c. Delivery/ Implementation period

1. Strictly observe the "NO Purchase Order (PO), No Delivery" policy and comply within the delivery period.
2. The delivery shall be prior to the activity date of the event.
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 on-site 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 items and to immediately notify the supplier/ contractor in case of any concerns before the acceptance.

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 items 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 delivery regardless if the delivery is per month or Ordering Agreement.
- 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:

  
**Myrna Antonette T. Dela Cruz**  
Procurement Officer-Nutrition

Noted by:

  
**ROWENA L. SALAS, MD**  
City Health Officer II

<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 the performance of the supplier/ contractor.*