



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 Drugs and Medicines to be used for the Expanded Garantisadong Pambata Program: Vitamin A and Deworming of the City Health Office for 2023 in the City of San Fernando, Pampanga**

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

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

\_\_\_\_\_  
Address

Date : **Aug 2, 2023**

PR No. : **2023-03-00536**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, August 7, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by: \_\_\_\_\_ Approved by: \_\_\_\_\_

Monalyn L. Moulic  
Administrative Aide VI (Buyer II)

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	1500	capsule(s)	Vitamin A (200,000 iu) Capsules			
2	40416	tab(s)	Albendazole 400mg Chewable Tab			
3	50	btl(s)	Diphenhydramine 12.5mg Syrup 60ml			
<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 Drugs and Medicines to be used for the Expanded Garantisadong Pambata Program: Vitamin A and Deworming of the City Health Office for 2023 in the City of San Fernando, Pampanga**

#### **I. BACKGROUND**

Garantisadong Pambata (GP) helps to prevent 82,000 children from dying before their 5th Birthday, 25 babies in every 1,000 live births die before their first birthday, 16 babies in every 1,000 live births die before one month old, 34 children in every 1,000 live births die before the 5th birthday. GP is a national health service and communication initiative that will help the children survive illnesses and diseases and live long healthy lives. GP has a 4-in-1 package of services: (1) Vitamin A, (2) Immunization, (3) Deworming and (4) Visiting health facility for information and counseling on Ways to Save the Child.

One of the highest Infant Mortality Rate and Under Five Mortality Rate is the Philippines. A child dies for every 4.4 percent of deaths among all ages. Pneumonia, diarrhea, measles and malnutrition or combinations of these conditions are the most common causes of child deaths. Although these conditions are preventable, they continue to be the top health problems among children.

#### **II. BUDGETARY REQUIREMENT**

The budgetary requirement for **Supply and Delivery of Drugs and Medicines to be used for the Expanded Garantisadong Pambata Program: Vitamin A and Deworming of the City Health Office for 2023 in the City of San Fernando, Pampanga** is included in the PPMP with the **Ref. No. 2023-553** and is already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **TWO HUNDRED SEVENTY SEVEN THOUSAND FOUR HUNDRED NINETY - SIX PESOS (P277,496.00)**.

#### **III. OBJECTIVES**

The objectives of the **Supply and Delivery of Drugs and Medicines to be used for the Expanded Garantisadong Pambata Program: Vitamin A and Deworming of the City Health Office for 2023 in the City of San Fernando, Pampanga** are as follows:

- Contribute to the reduction of infant and child morbidity and mortality towards the attainment of MDG 1 and 4
- Ensure that all Fernandino children, especially the disadvantaged group (GIDA), have equitable access to affordable health, nutrition and environment care.
- Provide micronutrient supplementation for children
- To achieve our goal in reducing the prevalence of Soil Transmitted Helminths in the country to less than 20% by 2025

#### **IV. COVERAGE/SERVICES**

- The City Health Office continues to implement strategies that would increase the awareness of the public and strengthens its measures in terms of prevention and of soil transmitted helminthiasis and vitamin A deficiency.

#### **V. 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

- The expiration date of the drugs and medicine supplies requested should at least **TWO (2) YEARS OF TWENTY-FOUR (24) MONTHS** upon delivery and should be in good condition and packaging.

Quantity	Unit	Item Description/ Specification	Delivery Date	Location
1,500	capsules	Vitamin A (200,000 IU) capsules	July to August 2023	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
40,416	tablets	Albendazole 400mg chewable tab		
50	bottles	Diphenhydramine 12.5mg syrup		

b. Procurement Process

- For the End- user, ensure the completion of the documents in order to proceed with the procurement process.
- 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 confirmed by the supplier/ provider.
- If the procurement process reaches the ensuing year, observe that the allowed delivery is only up to what is stipulated in the contract.
- 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).
- Ensure that there are readily- available supplies upon submission of Request for Quotation (RFQ)/ Bid since delivery is anticipated upon issuance of PO/ Contract.
- 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

- Strictly observe the "No Purchase Order (PO)/ Contracts, No Delivery" Policy and comply with the delivery period.
- The Delivery Period shall be on July to August 2023
- During the delivery, strictly follow the provisions enumerated in the Terms and Condition of the PO/ Contract including the Delivery Schedule, Penalty, among others.
- 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.
- Coordination with the supplier/ contractor shall be the function of the CGSO- PMD as its mandate.
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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.

**VI. DELIVERABLES BY THE SUPPLIER/ CONTRACTOR AND THE CITY GOVERNMENT**

The deliverables of the supplier/ contractor shall be as follows:

- a. Provide the quantity of drugs and medicine supplies 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 and submitted by:**

  
**IRIS ROSE M. MUÑOZ, MD**  
Immunization Program Manager

**Approved 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