



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 Medical Supplies to be served for the Annual Physical Examination (Student Services Programs) at the City College of San Fernando, Pampanga**

Location of the Project : **City College of San Fernando, Pampanga**

Company Name

Date : **Jul 31, 2023**

PR No. : **2023-07-01702**

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, August 7, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Francis Chester M. Flores

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	40	box(s)	3ML SYRINGE (Box of 100'S)			
2	40	tray(s)	EDTA TUBES 2ml (100pc)			
3	15	pack(s)	COTTON BALLS 300's			
4	5	box(s)	SURGICAL TAPE (MICROPORE) 1" (12's)			
5	20	btl(s)	ALCOHOL 70% 500ml			
6	10	box(s)	GLOVES (MEDIUM 100's)			
7	10	box(s)	GLOVES (LARGE 100's)			
8	10	box(s)	GLOVES (SMALL 100's)			
9	2	box(s)	BC3200 DILUENT			
10	2	box(s)	BC3200 RINSE			
11	2	btl(s)	BC3200 RINSE			



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Location of the Project : **City College of San Fernando, Pampanga**

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
12	2	bt1(s)	BC3200 PROBE CLEANER			
13	2	bt1(s)	BC3200 EZ CLEANSER			
14	2	set(s)	HEMATOLOGY CONTROL			
15	40	bt1(s)	URINE STRIPS (4 parameters 100's)			
16	60	box(s)	GLASS SLIDES (72's)			
17	3000	pc(s)	SPECIMEN CUPS			
18	2	bt1(s)	0.9% SODIUM CHLORIDE 1LITRE			
19	5	box(s)	APPLICATOR STICKS (1000's)			
20	10	roll(s)	TISSUE ROLLS (12's)			
21	6	can(s)	DISINFECTANT SPRAY (510g)			
22	2	gal(s)	LIQUID BLEACH			
23	5	pack(s)	WHITE COTTON FACE TOWELS (12's)			
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 MEDICAL SUPPLIES TO BE SERVED FOR THE ANNUAL PHYSICAL EXAMINATION (STUDENT SERVICES PROGRAMS) AT THE CITY COLLEGE OF SAN FERNANDO PAMPANGA

I. BACKGROUND

The school health services are vitally necessary in order to provide first aid and triage for illness and injuries, to provide direct services for students, and to provide health counseling and education for students, staff and parents.

An Annual physical Examination is a series of routine examination performed every year that typically includes the following tests: Blood tests: Some of the common blood test include Complete Blood Count (CBC), and Fasting Blood Sugar (FBS). Urinalysis and Fecalalysis. A routine physical examination ensures that you stay in good health. A physical can also be a preventive step. It allows you to catch up on vaccination or detect a serious condition, like cancer or diabetes, before it cause problems. During a routine physical, your doctor can also check vitals, including weight, heart rate, and blood pressure. In line with this, the City College aims to constantly monitor students medical and dental health status to prevent further destruction and complex diseases.

As part of the road towards our vision for social development where citizens live in a healthy, safe and sustainable environment, the City College ensures that the students excel both in academic and in their personal life.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Medical Supplies to be served for the Annual Physical Examination (Student Services Programs) at the City College of San Fernando, Pampanga is included in the PPMP with Ref No. 2023-2468 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of ONE HUNDRED SEVENTY TWO THOUSAND FIVE HUNDRED FIFTY PESOS ONLY (PHP 172,550.00).

III. OBJECTIVES

The objectives of the Supply and Delivery of Medical Supplies to be served for the Annual Physical Examination (Student Services Programs) at the City College of San Fernando, Pampanga are as follows:

1. To check for possible diseases so they can be treated early.
2. To raise awareness about the condition of their body
3. To generate health related data for students as basis for future health monitoring.

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

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
40	box(s)	3ML SYRINGE (Box of 100'S)	September – November 2023	CGSO Central Storage- CSFP
40	tray(s)	EDTA TUBES 2ml (100pc)	September – November 2023	CGSO Central Storage- CSFP

15	pack(s)	COTTON BALLS 300's	September - November 2023	CGSO Central Storage-CSFP
5	box(s)	SURGICAL TAPE (MICROPORE) 1" (12's)	September - November 2023	CGSO Central Storage-CSFP
20	btl(s)	ALCOHOL 70% 500ml	September - November 2023	CGSO Central Storage-CSFP
10	box(s)	GLOVES (MEDIUM 100's)	September - November 2023	CGSO Central Storage-CSFP
10	box(s)	GLOVES (LARGE 100's)	September - November 2023	CGSO Central Storage-CSFP
10	box(s)	GLOVES (SMALL 100's)	September - November 2023	CGSO Central Storage-CSFP
2	box(s)	BC3200 DILUENT	September - November 2023	CGSO Central Storage-CSFP
2	box(s)	BC3200 RINSE	September - November 2023	CGSO Central Storage-CSFP
2	btl(s)	BC3200 RINSE	September - November 2023	CGSO Central Storage-CSFP
2	btl(s)	BC3200 PROBE CLEANER	September - November 2023	CGSO Central Storage-CSFP
2	btl(s)	BC3200 EZ CLEANSER	September - November 2023	CGSO Central Storage-CSFP
2	set(s)	HEMATOLOGY CONTROL	September - November 2023	CGSO Central Storage-CSFP
40	btl(s)	URINE STRIPS (4 parameters 100's)	September - November 2023	CGSO Central Storage-CSFP
60	box(s)	GLASS SLIDES (72's)	September - November 2023	CGSO Central Storage-CSFP
3000	pc(s)	SPECIMEN CUPS	September - November 2023	CGSO Central Storage-CSFP
2	btl(s)	0.9% SODIUM CHLORIDE 1LITRE	September - November 2023	CGSO Central Storage-CSFP
5	box(s)	APPLICATOR STICKS (1000's)	September - November 2023	CGSO Central Storage-CSFP

10	roll(s)	TISSUE ROLLS (12's)	September - November 2023	CGSO Central Storage- CSFP
6	can(s)	DISINFECTANT SPRAY (510g)	September - November 2023	CGSO Central Storage- CSFP
2	gal(s)	LIQUID BLEACH	September - November 2023	CGSO Central Storage- CSFP
5	pack(s)	WHITE COTTON FACE TOWELS (12's)	September - November 2023	CGSO Central Storage- CSFP

a. 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.

b. 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 September - November 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.

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 of meals and to immediately notify the supplier/ contractor in case of any concerns before the acceptance.

c. 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 medical supplies with the stated specifications 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.
- a. Evaluate the performance of the supplier/ contractor and in case there is a violation to the Contract/ Agreement, prepare a Verified Report.

Prepared by:


MARK ANTHONY TALUBAN
Dentist - CCSFP

CONFORME:

Signature over Printed Name

Date

Approved by:


ATTY. GLORIA J. VICTORIA-BAÑAS, DPA, CESO V
College Administrator / President

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.