



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 : **Printing and Delivery of Health Certificate Green, Pink Cards and Sanitary Permit to be used at the Regulatory Permit Section Services of the City Health Office- EHSD for 2nd Semester of 2023 in the City of San Fernando, Pampanga**

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

Company Name

Address

Date : **Aug 1, 2023**

PR No. : **2023-07-01710**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, August 8, 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	20000	pc(s)	HEALTH CERTIFICATE GREEN (Non- Food) Serial No. _____ (4.5 X 3 inches)			
2	1000	pc(s)	Pink Card (6.5 x 4 inches)			
3	23000	pc(s)	Sanitary Permit (8.5 x 11.5 inches)			
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

Printing and Delivery of Health Certificate Green, Pink Cards and Sanitary Permit to be used at the Regulatory Permit Section Services of the City Health Office- EHSD for 2nd Semester of 2023 in the City of San Fernando, Pampanga

I. BACKGROUND

The City Government's responsibility is to ensure the health and welfare of its constituents by monitoring food establishments within its territorial jurisdiction. PD 856 – Chapter III states that a food establishment is an establishment where food or drinks are manufactured, processed, stored, sold, and served. Every city or municipality shall keep a record of all establishments including their daily operations particularly overlooking compliance with the implementation of all rules and regulations of the law. The City Health Officer through the EHSD Sanitary Inspectors shall closely monitor the preparation of food to avoid contamination that will be risky and hazardous to the consumers. Its Environmental Health & Sanitation Division regularly conducts food safety training for food handlers from among the food service sectors. This initiative has contributed to the decrease of diarrheal cases within the city. One of the critical problems that arise from this is the intake of unsafe food. Hence, in pursuant to the Food Safety Act of 2013 (Republic Act 10611), Regulatory Services: The provisions of PD 856 known as "The Code on Sanitation of the Philippines" is explicit in its objective to undertake the promotion and preservation of the health of the people and raise the health standards of individuals and communities. Its provisions are to assist local health agencies in developing public health programs that will give paramount importance to the public toward directed towards the protection and promotion of the health of the people. This project will be composed of the issuance of health certificates for food and non-food establishment workers in the city, issuance of regulatory clearances like the sanitary permit, conduct of regular inspections for all types of businesses in the City of San Fernando, Pampanga and regular monitoring of food establishments and food manufacturing.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Printing and Delivery of Health Certificate Green, Pink Cards and Sanitary Permit to be used at the Regulatory Permit Section Services of the City Health Office- EHSD for 2nd Semester of 2023 in the City of San Fernando, Pampanga. Is included in the PPMP with Ref. No 2023-2161 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of SEVEN HUNDRED SEVENTY-SIX THOUSAND PESOS (P776,000.00).

III. OBJECTIVES

The objectives of the Printing and Delivery of Health Certificate Green, Pink Cards and Sanitary Permit to be used at the Regulatory Permit Section Services of the City Health Office- EHSD for 2nd Semester of 2023 in the City of San Fernando, Pampanga is as follows:

1. Reduce the incidence of environmental health & sanitation-related illness in the City of San Fernando. Through promoting the health and welfare of the people by protecting them from the risks and hazards due to contamination of food served and/or handled.
2. Prevent and control occurrences of communicable diseases through the issuance of sanitary permits, health certificates, and regular monitoring of establishments.
3. To capacitate program implementers on Food Safety. By establishing an effective hygiene monitoring program to ensure that the possibility of contamination is avoided; and to provide a reliable and immediate results by determining the microbiological quality of sold food items/products.
4. To implement the "Code of Sanitation of the Philippines" on proper handling of food. Through promoting awareness on the food-borne and water-borne diseases brought about by improper handling and/or preparation of food.
5. To reduce micronutrient deficiency in the city.
6. To equip Sanitation Inspectors to conduct monitoring efficiently and effectively in the food and non-food establishments in the city.

IV. TERMS OF CONDITIONS

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

a. Specification/Schedule of Requirements

Qty	Unit	Items Description / Specification	Delivery Date	Location
20,000	pieces	HEALTH CERTIFICATE GREEN (Non- Food) Serial No. _____ (4.5 X 3 inches)	SEPTEMBER 2023	CENTRAL STORAGE, NEW PUBLIC MARKET, BRGY DEL PILAR, CSFP
1,000	pieces	Pink Card (6.5 x 4 inches)		
23,000	pieces	Sanitary Permit (8.5 x 11.5 inches)		

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 process on-time based on the procurement schedule including this TOR duly signed by the end-user and conformed by the supplier/provider.
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. For the End-user, present clearly this TOR ensuring 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, whether Competitive/Public Bidding or the use of Alternative Methods of Procurement.

c. 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 on the following dates:
SEPTEMBER 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 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 accept 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

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 and quality of items being required by the End User; and
- b. Strictly follow the specifications and timely provisions 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 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:


DUNN PATRICK-B. IMANA
Chief EHSD

Noted by:


DR. EMERITO D. MERCADO
OIC- City Health Officer

<p>CONFORME:</p> <hr/> <p>Signature over Printed Name</p> <hr/> <p>Date</p>

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 if the supplier/contractor