



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 Equipment to be used at the Health Emergency Management Staff (HEMS) Unit of the City Health Office for 2023 in the City of San Fernando, Pampanga**  
Location of the Project : **City Health Office**

\_\_\_\_\_  
Company Name Date : **Jul 7, 2023**  
PR No. : **2023-03-00810**  
\_\_\_\_\_  
Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Friday, July 14, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

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

Jolina B. Vital

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	6	pc(s)	Zoll AED Plus pads  Shelf Life: 5 years Conductive Gel: Polymer Hydrogel Conductive Element: Tin Packaging: Multilayer foil laminate pouch Impedance Class: Low Cable Length: 48 in (1.2 m) Sternum: Length: 6.1 in (15.5 cm); Width: 5.0 in (12.7 cm); Length, conductive gel: 3.5 in (8.9 cm); Width, conductive gel: 3.5 in (8.9 cm); Area, conductive gel: 12.3 sq in (79.0 sq cm) Apex: Length: 6.1 in (15.5 cm); Width: 5.6 in (14.1 cm); Length, conductive gel: 3.5 in (8.9 cm); Width, conductive gel: 3.5 in (8.9 cm); Area, conductive gel: 12.3 sq in (79.0 sq cm) Complete Assembly: Folded length: 7.6 in (19.4 cm); Folded width: 7.0 in (17.8 cm); Folded height: 1.5 in (3.8 cm) Design Standards: Meets applicable requirements of ANSI/AAMI/ISO DF-39-1993			
2	6	pack(s)	Zoll AED Plus lithium 123A battery pack  • Lithium 123A batteries for AED Plus • 5 year life within the unit • Sleeve of 10 batteries			
<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

## MEDICAL EQUIPMENT TERMS OF REFERENCE

### **Supply and Delivery of Medical Equipment to be used at the Health Emergency Management Staff (HEMS) Unit of the City Health Office for 2023 in the City of San Fernando, Pampanga**

#### **I. Background**

Access to good quality, affordable, and appropriate health products is indispensable to advance universal health coverage, address health emergencies, and promote healthier populations.

Without medical equipment/devices, common medical procedures would not be possible. Medical devices are used in many diverse settings, for example, by laypersons at home, by emergency medical staff and clinicians, by opticians and dentists, and by healthcare professionals in advanced medical facilities, for prevention and screening and in palliative care. Such health technologies are used to diagnose illness, monitor treatments, assist disabled people and intervene and treat illnesses, both acute and chronic.

Today, there are an estimated 2 million different kinds of medical devices on the world market, categorized into more than 7000 generic devices groups.

A medical device can be any instrument, apparatus, implement, machine, appliance, implant, reagent for in vitro use, software, material, or another similar or related article, intended by the manufacturer to be used, alone or in combination for a medical purpose.

#### **II. Budgetary Requirement**

The budgetary requirement for the Supply and Delivery of Medical Equipment to be used at the Health Emergency Management Staff (HEMS) Unit of the City Health Office for 2023 in the City of San Fernando, Pampanga is included in the PPMP with **Reference no. 2023-700** and already included in the Annual Procurement Plan of the City Government, which is in the amount of **TWO HUNDRED SEVENTEEN THOUSAND NINE HUNDRED EIGHTY PESOS (P 217,980.00)**.

#### **III. Objective**

Medical equipment/devices are essential to prevent, diagnose, treat and rehabilitate illnesses and diseases in a safe and effective way.

Makes it easier for caregivers to perform their duties. This equipment makes it easier to monitor and care for their patients.

#### **IV. Terms and conditions**

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

##### **A. Specifications/ Schedule of Requirements**

<b>Qty</b>	<b>Unit</b>	<b>Item Description</b>	<b>Delivery Date</b>	<b>Location</b>
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10	PIECES	<p>AED Plus Pads (preferably for oue existing ZOLL AED)</p> <p>Shelf Life: 5 years Conductive Gel: Polymer Hydrogel Conductive Element: Tin Packaging: Multilayer foil laminate pouch Impedance Class: Low Cable Length: 48 in (1.2 m) Sternum: Length: 6.1 in (15.5 cm); Width: 5.0 in (12.7 cm); Length, conductive gel: 3.5 in (8.9 cm); Width, conductive gel: 3.5 in (8.9 cm); Area, conductive gel: 12.3 sq in (79.0 sq cm) Apex: Length: 6.1 in (15.5 cm); Width: 5.6 in (14.1 cm); Length, conductive gel: 3.5 in (8.9 cm); Width, conductive gel: 3.5 in (8.9 cm); Area, conductive gel: 12.3 sq in (79.0 sq cm) Complete Assembly: Folded length: 7.6 in (19.4 cm); Folded width: 7.0 in (17.8 cm); Folded height: 1.5 in (3.8 cm) Design Standards: Meets applicable requirements of ANSI/ AAMI/ISO DF-39-1993</p>	AUGUST to SEPTEMBER 2023	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
10	PACKS	<p>Zoll AED Plus Duracell lithium 123A battery pack</p> <ul style="list-style-type: none"> <li>• Duracell Lithium 123A batteries for AED Plus</li> <li>• 5 year life within the unit</li> <li>• Sleeve of 10 batteries</li> </ul>		

#### **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 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.
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 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 admission 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)/ Contracts, No Delivery" Policy and comply with the delivery period.
2. The Delivery period shall be on (August to 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.

### **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/quality of medical equipment being required; and
- b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.

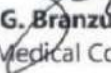
#### **The deliverables of the City Government shall be as follows:**

- 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. Procurement Officer shall assist in the monitoring, delivery and on-time payment of the supplier.
- d. Provide the necessary and readily-available documents such as during the conduct of post – audit.
- e. Evaluate the performance of the supplier/contractor in case there is a violation to the Contract/ Agreement, prepare a verified report.

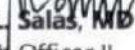
Prepared by:

  
**Rachel Anne A. Wiray, RN**  
HEMS Nurse Coordinator

Noted by:

  
**Sonny G. Branzuela, MD**  
HEMS Medical Coordinator

Approved by:

  
**Rowena L. Salas, MD**  
City Health Officer II

CONFORME:

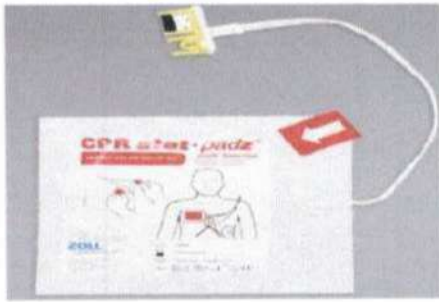
\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
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.

**Medical Equipment**

**ZOLL AED Plus Plads**



**ZOLL AED Plus Duracell Lithium 123A Battery Pack**



Prepared by:

  
**Rachel Anne A. Viray, RN**  
HEMS Nurse Coordinator

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**Sonny G. Branzuela, MD**  
HEMS Medical Coordinator

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**Rowena L. Salas, MD**  
City Health Officer II