



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 Ambulance Collapsible Stretcher Stair, YDC-3D to be used at the Health Emergency Management Staff (HEMS) Unit of the City Health Office in the City of San Fernando, Pampanga**

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

Company Name Date : **Aug 17, 2023**

PR No. : **2023-03-00618**

Address

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 22, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Lorraine Kate M. Escoto

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	1	unit(s)	Ambulance Collapsible Stretcher Stair, YDC-3D Technical Features Product Size (L * W * H): High Position: 190 x 56 x 90cm Low Position: 190 x 56 x 24cm Packing size(1pc/Carton) : 196 x 62 x 30cm Load bearing: 159kg Net Weight: 40kg Gross Weight: 45kg Maximum Back Angle: 75°			
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



REPUBLIC OF THE PHILIPPINES
PROVINCE OF PAMPANGA
CITY OF SAN FERNANDO

CITY HEALTH OFFICE

AMBULANCE COLLAPSIBLE STRETCHER STAIR, YDC-3D TERMS OF REFERENCE

Supply and Delivery of Ambulance Collapsible Stretcher Stair, YDC-3D 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

EMS stretchers used in ambulances have wheels that makes transportation over pavement easier, and have a lock inside the ambulance and straps to secure the patient during transport. An integral lug on the stretcher locks into a sprung latch within the ambulance in order to prevent movement during transport. Modern stretchers may also have battery-powered hydraulics to raise and collapse the legs automatically. This eases the workload on EMS personnel, who are statistically at high risk of back injury from repetitive raising and lowering of patients. Specialized bariatric stretchers are also available, which feature a wider frame and higher weight capacity for heavier patients. Stretchers are usually covered with a disposable sheet or wrapping, and are cleaned after each use to prevent the spread of infection. Shelves, hooks and poles for medical equipment and intravenous medication are also frequently included.

Standard stretchers have several adjustments. The bed can be raised or lowered to facilitate patient transfer. The head of the stretcher can be raised so that the patient is in a sitting position (especially important for those in respiratory distress) or lowered flat in order to perform CPR, or for patients with suspected spinal injury who must be transported on a spinal board. The feet can be raised to what is called the Trendelenburg position, indicated for patients in shock.

Some manufacturers have begun to offer hybrid devices that combine the functionality of a stretcher, a recliner chair, and a treatment or procedural table into one device.

II. Budgetary Requirement

The budgetary requirement for the Supply and Delivery of Ambulance Collapsible Stretcher Stair, YDC-3D 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. 3000-2-01-011-11-009** and already included in the Annual Procurement Plan of the City Government, which is in the amount of **SEVENTY-SIX THOUSAND SEVEN HUNDRED PESOS (P 76,700.00)**.

III. Objective

Ambulance Collapsible Stretcher Stair are essential to transfer the patient safely from one place to another to receive medical treatment.

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

Qty	Unit	Item Description	Delivery Date	Location
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1	PIECE	<p>Ambulance Collapsible Stretcher Stair, YDC-3D</p> <p>Product Size (L * W * H): High Position: 190 x 56 x 90cm Low Position: 190 x 56 x 24cm Packing size(1pc/Carton) : 196 x 62 x 30cm Load bearing: 159kg Net Weight: 40kg</p> <p>Gross Weight: 45kg Maximum Back Angle: 75°</p> <ul style="list-style-type: none"> • The bed surface of the stretcher is made of foamed cushion, the material is waterproof, the backrest is adjustable which makes the wounded feel comfortable. • The mechanical folding legs are controlled by the handles on both sides. • The stretcher can be locked up after being aboard through the chute. • The stretcher can be arbitrarily adjusted by gas spring, it can converted into a chair. • It is made of aluminum alloy materials, It is characterized by its being anti-corrosion, use-safety and easy for sterilization and clean. 	SEPTEMBER 2023	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
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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 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 Medical Equipment 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/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. Viray, RN
HEMS Nurse Coordinator

Noted by:

Krisette Arac F. David, 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.

Ambulance Collapsible Stretcher Stair, YDC-3D






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