



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 Hygiene Kits to be used for Disaster Preparedness of the City Government of San Fernando, Pampanga subject to Ordering Agreement**

Location of the Project : **City Social Welfare and Development Office**

Company Name

Date : **Sep 8, 2023**

PR No. : **2023-08-02001**

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, September 15, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Camille C. Mendiola

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	500	pc(s)	Toothbrush Classification: Soft or medium			
2	500	pc(s)	Toothpaste, 66g			
3	500	pc(s)	Bath soap, 60g			
4	500	btl(s)	Alcohol, Isopropyl, 60ml			
5	200	pack(s)	Diaper for Kids 12pcs. per pack Size: Medium			
6	100	pack(s)	Diaper for Kids 12pcs. per pack Size: Large			
7	50	pack(s)	Diaper for Kids 12pcs. per pack Size: Small			



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<b>Item No.</b>	<b>Qty</b>	<b>Unit</b>	<b>Item Description</b>	<b>Remarks</b>	<b>Unit Price</b>	<b>Total</b>
8	500	pack(s)	Sanitary Napkins Non-wings or with wings 8pcs. per pack			
9	500	pc(s)	Kid's underwear for girls Assorted color			
10	500	pc(s)	Kid's underwear for boys Assorted color			
11	500	pc(s)	Adult's underwear for women Assorted sizes: Medium-3XL			
12	500	pc(s)	Adult's underwear for men Assorted sizes: Medium-3XL			
13	500	pc(s)	Brassiere Assorted sizes: 28-40			
<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 HYGIENE KITS TO BE USED FOR THE DISASTER PREPAREDNESS OF THE CITY GOVERNMENT OF SAN FERNANDO, PAMPANGA SUBJECT TO ORDERING AGREEMENT

#### I.BACKGROUND

By virtue of Republic 7160 also known as the Local Government Code of 1991, the local government units, specifically the provincial government are mandated to provide immediate basic relief assistance such as food and clothing to families affected by natural or human-induced disaster. Furthermore, RA 10121, better known as the Philippine Disaster Risk reduction and disaster preparedness which will allow the emergency responders and other actors to proactively undertake measure in reducing the impact of disasters on the communities and vulnerable families.

Food and Non-Food Item (FNI) is under the Response Pillar of the National Disaster Risk Reduction and Management Council (NDRRMC) as stipulated in Administrative Order 02, Series 2021. The LGU as the first responder on the disaster response operations is mandated to provide sufficient resources in response to the needs of the affected population. Food and Non-food items (NFIs) are valuable commodities for Internally Displaced Persons (IDPs) survival, health and well being especially during displacement, where the IDPs are likely to have litted or no access to outside resources. The prepositioning and management of FNI therefore require careful planning, to ensure provision of equitable assistance to the displaced population along safety and protection.

The LGU through the City Social Welfare and Development Office (CSWDO) had increase its level of preparedness to be efficient in addressing emergency preparedness response. The increasing frequency of disaster occurrences requiring relief augmentation and for the necessity to respond efficiently and immediately to the needs of disaster victims, it is necessary to strengthen the mechanism on the management of food and non-food items. Likewise, ensuring that preparedness activities, specifically on the strategic preposition and management of food and no-food items are institutionalized as the primary support of the office during the Emergency Preparedness for Response phase.

#### II.BUDGETARY REQUIREMENT

The budgetary requirement for the Supply and Delivery of Hygiene Kits to be used for the Disaster Preparedness of the City Government of San Fernando, Pampanga subject to Ordering Agreement is financed thru the LDRRMF for disaster response of the City Risk Reduction and Management Council as indicated in the Annual Procurement Plan of the City Government with PPMP Code 2023-3113 in the amount of **THREE HUNDRED SIXTY-FIVE THOUSAND (P365,000.00)**.

#### III.OBJECTIVES

The objectives of the Supply and Delivery of Hygiene Kits to be used for the Disaster Preparedness of the City Government of San Fernando, Pampanga subject to Ordering Agreement are as follows:

1. To ensure availability of strategically prepositioned food and non-food items
2. To strengthen and increase readiness of the Response cluster on the delivery of social protection and social welfare services.
3. To prioritize prepositioned resources are systematically distributed during relief operations

#### IV.TERMS AND CONDITIONS

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

- a. Specifications/ Schedule of Requirements

Qty.	Unit	Item Specifications	Description/	Delivery Date	Location
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500	Pc(s)	Toothbrush Classification: Soft or medium	August- December 2023	CGSO Storage, City of San Fernando, Pampanga
500	Pc(s)	Toothpaste, 66g		
500	Pc(s)	Bath soap, 60g		
500	Btl(s)	Alcohol, Isopropyl, 60ml		
200	Pack(s)	Diaper for Kids 12pcs. per pack Size: Medium		
100	Pack(s)	Diaper for Kids 12pcs. per pack Size: Large		
50	Pack(s)	Diaper for Kids 12pcs. per pack Size: Small		
500	Pack(s)	Sanitary Napkins Non-wings or with wings 8pcs. per pack		
500	Pc(s)	Kid's underwear for girls Assorted color		
500	Pc(s)	Kid's underwear for boys Assorted color		
500	Pc(s)	Adult's underwear for women Assorted sizes: Medium-3XL		
500	Pc(s)	Adult's underwear for men Assorted sizes: Medium-3XL		
500	Pc(s)	Brassiere Assorted sizes: 28- 40		

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 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.

c. Delivery/ Implementation period

1. Strictly observe the "No Purchase Order (PO)/ Delivery Order Contract (DOC), No Delivery" Policy and comply with the delivery period.
2. The Delivery Period shall be from August-December 2023, and the contract shall end by the end of December 2023. By the end of the contract, the end- user can no longer prepare Order List and no DOC will be issued for the purpose.
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 of the Hygiene Kits 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.
- e. Evaluate the performance of the supplier/ contractor and in case there is a violation to the Contract/ Agreement, prepare a Verified Report

Prepared by:

*Shanine Ross F. De la Cruz*  
**SHANINE ROSS F. DELA CRUZ**  
 Administrative Assistant II

Approved by:

*Mary Ann C. Biliwang*  
**MARY ANN C. BILIWANG**  
 Acting CSWD Officer/End-User *cm*

CONFORME:
_____ Signature over Printed Name
_____ Date

*Note: The 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.*