



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 Plaques to be used for the Healthy Places Program of the City Health Office- EHSO for 2023 in the City of San Fernando, Pampanga**  
Location of the Project : **City Health Office**

\_\_\_\_\_  
Company Name  
Date : **Sep 28, 2023**  
PR No. : **2023-09-02262**  
\_\_\_\_\_  
Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Thursday, October 5, 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	45	pc(s)	Plaque of Recognition  (11 x 8.5 in) Material: Glass			
<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 PLAQUES TO BE USED FOR THE HEALTHY PLACES PROGRAM OF THE CITY HEALTH OFFICE- EHSD FOR 2023 IN THE CITY OF SAN FERNANDO, PAMPANGA

#### I. BACKGROUND

This project will be known as the CITY HEALTH PROMOTION PROGRAM which will institutionalize healthy places in the City of San Fernando (P). The CITY HEALTH PROMOTION PROGRAM is generically the PHILIPPINE HEALTH PROMOTION PROGRAM applied in City Governance.

The City of San Fernando (P), Home of the Giant Lanterns, will be the Model City of Countryside Development by 2025.; to this goal one must be in a good state of well-being. Through its City Health Office, the LGU focuses on the health of its constituents. Health promotion is a key process of enabling people to take action to improve their health and mobilize their full potential to contribute to the development of the city. The city has indeed succeeded in making governance a shared responsibility thru the Multi-Sectoral Governance Council which implied good social and political deeds of enhancing public awareness in every sector the society.

The City Health Office acknowledges that health cannot be promoted by itself alone or by various infrastructures in its territorial range. Most people only come to health centers, and hospitals when they are ill, but much of their illness could be prevented if the places in which people live, go to school, work and eat become healthy and safe places. The devolved system of responsibility has opened up opportunities for multi-sectoral cooperation to develop health promotion strategies and actions in partnership with non-government organizations and to all others concerned in this initiative.

Accordingly, included in the functions of the secretariat of the Technical Working Group of the Healthy Places is the preparation of the meals to be used during the meeting on a quarterly basis.

#### II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the SUPPLY AND DELIVERY OF PLAQUES TO BE USED FOR THE HEALTHY PLACES PROGRAM OF THE CITY HEALTH OFFICE- EHSD FOR 2023 IN THE CITY OF SAN FERNANDO, PAMPANGA Is included in the PPMP with Ref. No. 2023-327 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of ONE HUNDRED TWELVE THOUSAND FIVE HUNDRED PESOS (P 112,500.00).

#### III. OBJECTIVES

The objectives of the SUPPLY AND DELIVERY OF PLAQUES TO BE USED FOR THE HEALTHY PLACES PROGRAM OF THE CITY HEALTH OFFICE- EHSD FOR 2023 IN THE CITY OF SAN FERNANDO, PAMPANGA are as follows:

1. To bring health messages to where people are and build a supportive environment through advocacy, networking, and community action.
2. To ensure the continuous efficiency and active participation of the Business establishments included in the categories for Healthy Places.

#### 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
45	pieces	Plaque of Recognition (11 x 8.5 in) Material: Glass	November 23,2023	Central Storage, New Public Market, Brgy. Del Pilar, CSFP

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:  
November 23, 2023
3. During the delivery, strictly follow the provisions enumerated in the Terms and Conditions 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 provided that all the specifications/description of item requested are complied.
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

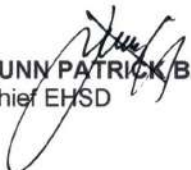
The deliverables of the supplier contractor shall be as follows:

- a. Provide the quantity and quality of items being required by the projects/program; and
- b. Strictly follow the specifications and timely provisions of requirements based on the delivery schedule.

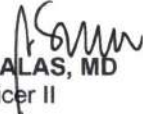
The deliverables of the City Government shall be as follows:

- 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:

  
**ROWENA L. SALAS, MD**  
City Health Officer II

CONFORME:

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Signature over Printed Name

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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 if the supplier/contractor