



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 Drugs and Medicines for CCSFP Medical and Dental Clinic to be used for the Nakangiti ang Kinabukasan, Kapag Kalusugan ay Pinangangalagaan for 2023 at the City College of San Fernando, Pampanga**

Location of the Project : **City College of San Fernando, Pampanga**

Company Name

Date : **Oct 12, 2023**

PR No. : **2023-06-01418**

Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Wednesday, October 18, 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
<b>MEDICAL</b>						
1	48	sachet(s)	Sodium Aliginite Sodium 10ml Bicarbonate, Calcium Carbonate			
2	50	pc(s)	Salbutamol 2mg/tablet			
3	10	box(s)	Multivitamins, 100'S			
4	300	pc(s)	Omeprazole, 500mg			
5	6	box(s)	Losartan Potassium, 50mg 100's			
6	14	box(s)	Carbocistiene, 500mg/cap 20's			
7	5	box(s)	Phenyllephrine Hcl Chlorphernamine Maleate/Para 10mg/2mg/500mg/tab, 100's			
8	30	pc(s)	Captopril, 25mg/tablet			
9	5	box(s)	Dehydrosolo Lemon (ORS 75 Replacement) 25's sachet			
10	3	box(s)	Ibuprofen, 400mg			
11	5	box(s)	Paracetamol, 500mg/tablet			
12	3	box(s)	Celecoxib, 200mg/capsule 100's			
13	3	box(s)	Montelukast, 1mg/tab 100's			
14	2	box(s)	Betahistine, 16mg 100's			
15	2	box(s)	Cetirizine, 10mg/tab 100's			
16	25	sachet(s)	Dextromethorphan HBr Dry Cough Regular			
17	6	box(s)	Acetylcysteine, 600mg/sachet			
18	25	sachet(s)	Dextromethorphan HBr Lemon flavor			



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Location of the Project : **City College of San Fernando, Pampanga**

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
19	2	box(s)	Loperamide, 2mg			
20	6	btl(s)	Calamine + Diphenhydramine Hydrochloride, 8g/1g per 100ml			
<b>DENTAL</b>						
21	4	box(s)	Mefenamic Acid, 500mg/tablet			
22	10	box(s)	Amoxicillin, 500mg (100pcs)			
23	5	box(s)	Co-Amoxiclav, 625mg (100mg)			
24	1	box(s)	Zinc Oxide Eugenol (Powder Liquid)			
25	2	box(s)	Benzocaine 20% Topical Anesthesia Gel, 30g			
<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 DRUGS AND MEDICINES TO BE USED FOR THE NAKANGITI ANG KINABUKASAN, KAPAG KALUSUGAN AY PINAGALAGAAN FOR 2023 AT THE CITY COLLEGE OF SAN FERNANDO PAMPANGA

#### I.BACKGROUND

Medical and Dental health plays an important role in our well-being. Several diseases can cause health problems affecting the overall function of the body. They may range in severity from a simple pain to a moderate inflammation, or up to a severe health condition. Medical and Dental diseases may cause pain and compromise our ability to function properly. However, most of the medical and dental health problems can be prevented with simple measures such as following preventive medical assessment, proper oral hygiene and regular consultation. In line with this, the City College aims to constantly monitor students and faculty medical and dental health status to prevent further destruction and complex diseases.

As part of the road towards **our vision for social development where citizens live in a healthy, safe and sustainable environment**, the City College ensures that the students excel both in academic and in their personal life.

#### II.BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Drugs and Medicines to be used for the Nakangiti ang Kinabukasan, Kapag Kalusugan ay Pinangalagaan for 2023 at the City College of San Fernando Pampanga is included in the **PPMP with Ref No. 2023-2896** and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **FIFTY THOUSAND TWENTY PESOS ONLY (PHP 50,020.00)**.

#### III.OBJECTIVES

The objectives of the Supply and Delivery of Drugs and Medicines to be used for the Nakangiti ang Kinabukasan, Kapag Kalusugan ay Pinangalagaan for 2023 at the City College of San Fernando Pampanga are as follows:

1. To alleviate symptoms that may arise due to health conditions, injuries and infections.
2. To prevent further destruction of soft and hard tissues of the oral cavity
3. To reduce the prevalence rate of dental caries and periodontal disease.
4. To provide preventive, curative and promotive medical and dental health care.

#### IV.TERMS AND CONDITIONS

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

- a. Specifications/ Schedule of Requirements

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
<b>MEDICAL</b>				
48	sachet(s)	Sodium Aliginite Sodium 10ml Bicarbonate, Calcium Carbonate	October – November 2023	CGSO – Central Storage
50	pc(s)	Salbutamol 2mg/tablet	October – November 2023	CGSO – Central Storage

10	box(s)	Multivitamins, 100's	October – November 2023	CGSO – Central Storage
300	pc(s)	Omeprazole, 500mg	October – November 2023	CGSO – Central Storage
6	box(s)	Losartan Potassium, 50mg 100's	October – November 2023	CGSO – Central Storage
14	box(s)	Carbocistiene, 500mg/cap 20's	October – November 2023	CGSO – Central Storage
5	box(s)	Phenylephrine Hcl Chlorphernamine Maleate/Para 10mg/2mg/500mg/tab, 100's	October – November 2023	CGSO – Central Storage
30	pc(s)	Captopril, 25mg/tablet	October – November 2023	CGSO – Central Storage
5	box(s)	Dehydrosolo Lemon (ORS 75 Replacement) 25's sachet	October – November 2023	CGSO – Central Storage
3	box(s)	Ibuprofen, 400mg	October – November 2023	CGSO – Central Storage
5	box(s)	Paracetamol, 500mg/tablet	October – November 2023	CGSO – Central Storage
3	box(s)	Celecoxib, 200mg/capsule 100's	October – November 2023	CGSO – Central Storage
3	box(s)	Montelukast, 1mg/tab 100's	October – November 2023	CGSO – Central Storage
2	box(s)	Betahistine, 16mg 100's	October – November 2023	CGSO – Central Storage
2	box(s)	Cetirizine, 10mg/tab 100's	October – November 2023	CGSO – Central Storage
25	sachet(s)	Dextromethorphan HBr Dry Cough Regular	October – November 2023	CGSO – Central Storage
6	box(s)	Acetylcysteine, 600mg/sachet	October – November 2023	CGSO – Central Storage
25	sachet(s)	Dextromethorphan HBr Lemon flavor	October – November 2023	CGSO – Central Storage
2	box(s)	Loperamide, 2mg	October – November 2023	CGSO – Central Storage
6	btl(s)	Calamine + Diphenhydramine Hydrochloride, 8g/1g per 100ml	October – November 2023	CGSO – Central Storage
<b>DENTAL</b>				
4	box(s)	Mefenamic Acid, 500mg/tablet	October – November 2023	CGSO – Central Storage
10	box(s)	Amoxicillin, 500mg (100pcs)	October – November 2023	CGSO – Central Storage
5	box(s)	Co-Amoxiclav, 625mg (100mg)	October – November 2023	CGSO – Central Storage
1	gram(s)	Zinc Oxide Eugenol (Powder Liquid)	October – November 2023	CGSO – Central Storage
2	gram(s)	Benzocaine 20% Topical Anesthesia Gel, 30g	October – November 2023	CGSO – Central Storage

a. 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.

b. 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 October to November 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.

c. 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 drugs and medicines with the stated specifications 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:

*[Signature]*  
**MARK ANTHONY P. TALUBAN, D.M.D**  
 OIC-Medical/Dental Clinic

Approved by:

*[Signature]*  
**ATTY. GLORIA J. VICTORIA-BAÑAS, DPA, CESO V**  
 College Administrator / President

Date	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.*

