



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 Supplies/Materials to be used for the Pandemic Emerging Re-Emerging Infectious Diseases Summit 2023 of the City Health Office in the City of San Fernando, Pampanga**

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

Company Name	Date : Oct 11, 2023
Address	PR No. : 2023-08-01998

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, October 16, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Janelle D.A. Tungcab



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	600	pc(s)	ID Case Holder with Elastic Lace			
2	600	pc(s)	Black Ballpen			
3	600	pc(s)	Writing Notebook			
4	150	pc(s)	Certificate Holder Size: Letter			
5	150	pc(s)	Certificate Holder Size: Legal			
6	250	pc(s)	Acrylic Sign Holder with Stand (A4 Size)			
7	50	pc(s)	Acrylic Name Sign Holder			
8	10	roll(s)	Red Silk Satin Ribbon (3 Inches)			
9	10	roll(s)	White Silk Satin Ribbon (3 Inches)			
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

TERMS OF REFERENCE

Supply and Delivery of Supplies/Materials to be used for the Pandemic Emerging Re-Emerging Infectious Diseases Summit 2023 of the City Health Office in the City of San Fernando, Pampanga

I. BACKGROUND

According to the Department of Health, the Philippines has seen many outbreaks of emerging infectious diseases and is susceptible to re-emerging infections such as leptospirosis, dengue, meningococemia, and tuberculosis. The current situation emphasizes the risks and highlights the need to improve local, national, and international preparedness against future pandemics. New pathogens will continue to emerge and spread across regions, challenging public health as never before signifying grim repercussions and health burden. These may cause countless morbidities and mortalities, disrupting trade and negatively affecting the economy.

In addition, Emerging and Re-emerging Infectious Diseases are unpredictable and create a gap between planning and concrete action. To address this gap, there is a need to come up with proactive systems that would ensure preparedness and response in anticipation of negative consequences that may result in pandemic proportions of diseases. Proactive and multi-disciplinary preparedness must be in place to reduce the impact of public health threats.

II. BUDGETARY REQUIREMENT

The budgetary requirement for the **Supply and Delivery of Supplies and Materials to be used for the Pandemic Emerging Re-Emerging Infectious Diseases Summit 2023 of the City Health Office in the City of San Fernando, Pampanga** is included in the PPMP with the **Ref. No. 2023-3337** and is already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **ONE HUNDRED NINETY-THREE THOUSAND FIVE HUNDRED PESOS (Php 193, 500.00)**.

III. OBJECTIVES

The objectives of the **Supply and Delivery of Supplies and Materials to be used for the Pandemic Emerging Re-Emerging Infectious Diseases Summit 2023 of the City Health Office in the City of San Fernando, Pampanga** is to provide highly responsive preventive health care to all Fernandinos so as to reduce and eventually prevent the occurrence of illnesses and deaths brought by the various notifiable diseases.

IV. COVERAGE/SERVICES

A night to socialize with our partners from the different hospitals, CSOs, and NGOs to discuss and evaluate the project, programs, and activities (PPAs) with their accomplishments conducted for the year 2023 and present the future plans of the City Health Office and their PPAs for next year and years to come. Also, this aims to strengthen the partnership with our different Public-Private Partners from the hospitals including Civil Society Organizations (CSO) and Non- Government Organizations (NGOs) in delivering health care services.

V. 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

Quantity	Unit	Item Description/ Specification	Delivery Date	Location
600	pieces	ID case holder with Elastic Lace	November 2023	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
600	pieces	Black Ballpen		
600	pieces	Writing Notebook		
150	pieces	Certificate Holder (Size: Letter)		
150	pieces	Certificate Holder (Size: Legal)		
250	pieces	Acrylic Sign Holder with Stand (A4 Size)		
50	pieces	Acrylic Name Sign Holder		
10	roll	Red Silk Satin Ribbon (3 inches)		
10	roll	White Silk Satin Ribbon (3 inches)		

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 ready-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 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 **November 2023**
3. During the delivery, strictly follow the provisions enumerated in the Terms and Conditions of the PO/ Contract including the Delivery Schedule, and 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 use in notifying the concerned offices on the delivery such as the City Accountants Office (CAccO) and Commission on Audit (COA) to include the same in the Payables/

VI. DELIVERABLES BY THE SUPPLIER/ CONTRACTOR AND THE CITY GOVERNMENT

The deliverables of the supplier/ contractor shall be as follows:

- a. Provide the quantity of items 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 delivery regardless of the delivery per month or Ordering Agreement.
- b. End-user shall monitor the delivery of 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 of the Contract/ Agreement, prepare a Verified Report.

Prepared and submitted by:


KRISETTE ARAM F. DAVID, MD
Medical Specialist III, CESU

Noted 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