



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)

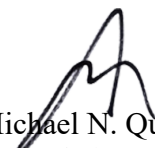


Project Title : **Supply and Delivery of Uniforms to be used used by the Nutrition Workers for the the different activities conducted by the City Nutrition Committee of the City Health Office in the City of San Fernando, Pampanga**
Location of the Project : **City Health Office**

Company Name
Date : **Oct 16, 2023**
PR No. : **2023-10-02437**

Address

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 23, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by: **Jannelle D.A. Tungcab**
Approved by: 
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	115	pc(s)	Polo t-shirt color white with green collar with city logo; with "Barangay Nutrition Scholars" printed at the back			
2	80	pc(s)	Polo t-shirt green with white sleeves, white collar with green lining, with City Nutrition Committee logo in front and with "City Nutrition Committee" embroidered at the back			
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 NUTRITION WORKERS' UNIFORM TO BE USED FOR THE DIFFERENT ACTIVITIES CONDUCTED BY THE CITY NUTRITION COMMITTEE OF THE CITY OF SAN FERNANDO, PAMPANGA

I.BACKGROUND

Barangay Nutrition Scholars are organized group trained by government and non-government offices who voluntary render primary health care services to the community.

They are vital part of the health care delivery system for they are the one who brings health services down to the community level. They are the primary catalyst of the essential health care. Monitoring of the health status of the community. They were also task to be community organizers who provide linkage between the community and health agencies.

While, City Nutrition Committee members are multi agency group responsible in addressing the malnutrition in the city.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Nutrition Workers' Uniforms to be used for the different activities and program of the City Nutrition Committee in the City of San Fernando, Pampanga. This is included in the PPMP with Ref. No. 2023-630 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of EIGHTY-SEVEN THOUSAND SEVEN HUNDRED FIFTY PESOS (P 87, 750.00).

III.OBJECTIVES

The objectives of the Supply and Delivery of Uniforms to be used in different activities and program of the City Nutrition Committee in the City of San Fernando, Pampanga are as follows:

1. To ensure that Uniforms are delivered on time; and
2. To ensure the continuous efficient delivery of nutrition services in the city.

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
115	pcs	Polo t-shirt color white with green collar with city logo; with "Barangay Nutrition Scholars" printed at the back	December 1, 2023	CSFP
80	Pcs	Polo t-shirt green with white sleeves, white collar with green lining, with City Nutrition Committee logo in front and with "City Nutrition Committee" embroidered at the back	December 1, 2023	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 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 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 the date stated in the TOR
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 meals and to immediately notify the supplier/ contractor in case of any concerns before the acceptance.

d. Inspection and Acceptance

1. The City General Office through the Central Storage shall accept the delivery with the (1) delivery receipts, and submit immediately to the Inspector or CGSO- PSMD together with the utilization report where the quantity of the delivery is the same as the number of the utilization report submitted.

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.

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 if the delivery is 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 to the Contract/ Agreement, prepare a Verified Report.

Prepared and submitted by:



Myrna Antoinette T. Dela Cruz
City Nutrition Program 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