

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 Office Signage Plate and Poster Frame for the Equipping and Accreditation as Primary Care Facility of the CSFP SUPER HEALTH CENTER / RURAL HEALTH UNIT VI in the City of San Fernando, Pampanga**

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

Company Name \_\_\_\_\_ Date : **Oct 18, 2023**

PR No. : **2023-10-02477**

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 25, 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	50	unit(s)	Acrylic Poster Frame with wall bracket • Clear acrylic • Double acrylic • 4 blots • Wall mounted • Size: 33mm thick, 27 inches by 40 inches			
2	50	unit(s)	Acrylic Office Signage Plate with wall bracket • Frosted Acrylic Signs • 5 inches base with 3 inches letterings (White, Black and Red) • 4 corner bolt brackets			
<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 Office Signage Plate and Poster Frame for the Equipping and Accreditation as Primary Care Facility of the CSFP SUPER HEALTH CENTER / RURAL HEALTH UNIT VI in the City of San Fernando, Pampanga**

#### **I.BACKGROUND**

A paradigm shift is needed for the Philippine Health Sector wherein health reforms are critical especially during the pandemic situation. According to the DOH Philippine Health Facility Development Plan for 2022 to 2040, capital formation on health should be considered as assets with enormous economic returns. Without sacrificing the goal of equity and universal access, health care provider networks of local governments should consider health infrastructure as investments that have income generating potential. The plan envisions to create a modern, resilient, and sustainable health care system.

The PHFDP 2020-2040 outlines our strategic direction for health facilities in the country to achieve strong primary care and an integrated health system. The PHFDP will lead us to establish immediate and sustainable gains in primary care, hospital access, quality care, and other key health outcomes.

Data further showed that, the Philippines has around 3,900 primary care facilities (PCF), of which 2,593 are Rural Health Units/ Health Centers (RHU/HCs). Only 50% of Filipinos have access to an RHU/HC within 30 minutes of travel time. The country needs an additional 2,400 RHU/HCs by 2025.

#### **II. BUDGETARY REQUIREMENT**

The Budgetary Requirement for the Supply and Delivery **Supply and Delivery of Office Signage Plate and Poster Frame for the Equipping and Accreditation as Primary Care Facility of the CSFP SUPER HEALTH CENTER / RURAL HEALTH UNIT VI in the City of San Fernando, Pampanga** is included in the PPMP with Ref. No. 2023-3784 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of TWO HUNDRED FIFTY THOUSAND PESOS (P 250,000.00)

#### **III.OBJECTIVES**

The objectives of the Supply and Delivery of **Supply and Delivery of Office Signage Plate and Poster Frame for the Equipping and Accreditation as Primary Care Facility of the CSFP SUPER HEALTH CENTER / RURAL HEALTH UNIT VI in the City of San Fernando, Pampanga** are as follows:

1. To be able to facilitate the accreditation of Super Health Center as a Primary Care Facility and Rural Health Unit 6 to the Department of Health.
2. To be able to put up and establish an additional health facility in the City of San Fernando.

#### **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
50	Unit(s)	<b>Acrylic Poster Frame with wall bracket</b> <ul style="list-style-type: none"> <li>• Clear acrylic</li> <li>• Double acrylic</li> <li>• 4 blots</li> <li>• Wall mounted</li> <li>• Size: 33mm thick, 27 inches by 40 inches</li> </ul>	December 2023	CENTRAL STORAGE, NEW PUBLIC MARKET, DEL PILAR, CSFP
50	Unit(s)	<b>Acrylic Office Signage Plate with wall bracket</b> <ul style="list-style-type: none"> <li>• Frosted Acrylic Signs</li> <li>• 5 inches base with 3 inches letterings (White, Black and Red)</li> <li>• 4 corner bolt brackets</li> </ul>		

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 **December 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.

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**

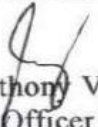
The deliverables of the supplier/ contractor shall be as follows:

- a. Provide the quantity and quality of item 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:

  
Aylmer Anthony V. Alimurong, RN  
Population Officer II

Noted by:

  
Rowena L. Salas, MD  
City Health Officer

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