



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, Delivery and Installation of Airconditioning Unit to be used during the Cold Chain Management Cum Equipping of the Vaccine Storage Room of the City Health Office in the City of San Fernando, Pampanga**

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

Company Name

Address

Date : **Nov 7, 2023**

PR No. : **2023-10-02661**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, November 13, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by: **Mikkole R. Tuaño**

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	1	unit(s)	Wall Mounted (1.0hp) Inverter Wall Mounted AC /REMOTE CONTROL / 230V / 1 PH / 60HZ			
2	1	service(s)	Labor and Materials			
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, Delivery and Installation of Airconditioning Unit to be used during the Cold Chain Management Cum Equipping of the Vaccine Storage Room of the City Health Office in the City of San Fernando, Pampanga

I. BACKGROUND

Vaccines are temperature-sensitive biological products; thus, DOH recommended storage temperatures for vaccines and diluents should be strictly maintained at all levels of the cold chain. Vaccines are sensitive to heat, freezing and light. Vaccine cold storage temperature should be checked at least twice daily.

Cold chain equipment is prone to breakdowns and failures which may damage the vaccines. As part of the General Care of Cold Chain Equipment, the facility maintaining cold chain equipment should be connected to a standby power generator. Any situation that puts vaccines at risk is considered an emergency. An emergency could be a cold chain equipment breakdown, a major power supply failure, a transport emergency and similar situations.

II. BUDGETARY REQUIREMENT

The budgetary requirement for **Supply, Delivery and Installation of Airconditioning Unit to be used during the Cold Chain Management Cum Equipping of the Vaccine Storage Room of the City Health Office in the City of San Fernando, Pampanga** is included in the PPMP with the **Ref. No. 2023-3341** and is already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount **SIXTY THOUSAND FIVE HUNDRED PESOS (60,500.00)**.

III. OBJECTIVES

The objectives of the **Supply, Delivery and Installation of Airconditioning Unit to be used during the Cold Chain Management Cum Equipping of the Vaccine Storage Room of the City Health Office in the City of San Fernando, Pampanga** are as follow:

a. To ensure proper temperature control by installing an air conditioning system specifically designed to maintain the recommended temperature range for vaccine storage, thereby preserving their efficacy and potency.

IV. COVERAGE/SERVICES

- The City Health Office's strategic general objective is to provide highly responsive health care programs and activities to all Fernandino which are available, acceptable and accessible by equipping the Vaccine Storage Room and Birthing Stations with a power generator, CCTV Package and air-conditioning unit for cold chain and other endeavors.

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

- The warranty date of the items requested should be at least **TWO (2) YEARS OF TWENTY-FOUR (24) MONTHS** upon delivery and should be in good condition and packaging.

Quantity	Unit	Item Description/ Specification	Delivery Date	Location
1	unit	Wall Mounted (1.0hp) Inverter Wall Mounted AC /REMOTE CONTROL / 230V / 1 PH / 60HZ Labor and Materials with Installation	SEPTEMBER TO DECEMBER 2023	Northville 14 Phase 2 Barangay Health Station, CSFP

b. Procurement Process

- For the End- user, ensure the completion of the documents in order to proceed with the procurement process.
- 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.
- If the procurement process reaches the ensuing year, observe that the allowed delivery is only up to what is stipulated in the contract.
- 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).
- Ensure that there are readily- available supplies upon submission of Request for Quotation (RFQ)/ Bid since delivery is anticipated upon issuance of PO/ Contract.
- 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

- Strictly observe the "No Purchase Order (PO)/ Contracts, No Delivery" Policy and comply with the delivery period.
- The Delivery Period shall be on **SEPTEMBER TO DECEMBER 2023**.
- During the delivery, strictly follow the provisions enumerated in the Terms and Condition of the PO/ Contract including the Delivery Schedule, Penalty, among others.
- 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.
- Coordination with the supplier/ contractor shall be the function of the CGSO- PMD as its mandate.
- 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 items and to immediately notify the supplier/ contractor in case of any concerns before the acceptance.

d. Inspection and Acceptance

1. The End- user shall inform the CGSO- PSMD of the delivery for the latter to conduct inspection prior to the acceptance of the former.
2. The supplier/ contractor through the end- user, shall provide the CGSO- PSMD with the proof of delivery and issue delivery receipt or Sales Invoice.

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 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:


IRIS ROSE M. MUÑOZ, MD
Child Health and Immunization Program Manager

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