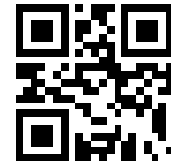




# REQUEST FOR QUOTATION

(FM-CSFP-CGSO-39; Revision No.03; 04/01/2022)



Project Title : **Supply and Delivery of Chemistry Analyzer Calibrators and Controls for the Equipping and Accreditation as a 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 : **Nov 7, 2023**

PR No. : **2023-10-02678**

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, November 13, 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	3	set(s)	SeraCal			
2	3	set(s)	SeraControl N			
3	3	set(s)	SeraControl P			
4	3	set(s)	HDL/LDL Calibrator			
5	3	set(s)	Lipidic Control Set			
<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 Chemistry Analyzer Calibrators and Controls 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**

By virtue of Republic Act No. 4688 s. 1966, "An Act Regulating the Operation and Maintenance of Clinical Laboratories and Requiring the Registration of the Same with the Department of Health, Providing Penalty for the Violation Thereof, and for Other Purposes," the Department of Health (DOH) through the Bureau of Medical Services, now known as the Health Facilities and Services Regulatory Bureau (HFSRB), was mandated to ensure public health, safety and welfare through enforcement of the Act and was authorized to issue such rules and regulations as may be necessary to carry out the law. Clinical laboratory services play an important role in the diagnosis, treatment, prevention and control of disease.

Thus, it is imperative that the laboratories generate accurate, precise and reliable laboratory test results in a timely manner to aid the physicians in assuring the quality of patient care. The current AO and updated minimum standards and technical requirements for licensing clinical laboratories in the Philippines are aligned with the main objective of Republic Act No. 11223 or the Universal Health Care Act which is to guarantee access to quality and affordable health products, devices, facilities and services.

These rules and regulations shall serve as the new guidelines in the licensing of diagnostic clinical laboratories in the Philippines which shall ensure accountability of the laboratory on generation of accurate, precise and reliable laboratory results in a timely manner through continuous compliance.

### **II. BUDGETARY REQUIREMENT**

The Budgetary Requirement for the **Supply and Delivery of Chemistry Analyzer Calibrators and Controls 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- **3391** and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of ONE HUNDRED FORTY-NINE THOUSAND SEVEN HUNDRED SIXTY PESOS (**P 149,760.00**).

### **III.OBJECTIVES**

The objectives of **Supply and Delivery of Chemistry Analyzer Calibrators and Controls 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 licensing of the Central Laboratory Unit of the 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 Central Laboratory Unit in the City of San Fernando.
3. To be able to generate accurate, precise and reliable laboratory test results in a timely manner to aid the Rural Health Physicians in assuring the quality of patient care for all Fernandinos.

#### 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

Chemistry Analyzer Calibrators and Controls			Delivery Date	Location
Qty	Unit	Item Description/ Specifications		
3	sets	SeraCal	November 16, 2023 at 8AM	Central Laboratory Unit Super Health Center, Civic Center
3	sets	SeraControl N		
3	sets	SeraControl P		
3	sets	HDL/LDL Calibrator		
3	sets	Lipidic Control Set		

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 **November 16, 2023** at the City of San Fernando, Pampanga.
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 medical equipment and to immediately notify the supplier/ contractor in case of any concerns before the acceptance.



d. Inspection and Acceptance

1. The CGSO- PSMD shall inspect 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.
4. 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.

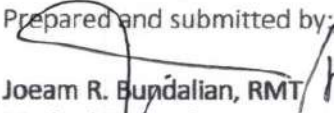
**V.DELIVERABLES BY THE SUPPLIER/ CONTRACTOR AND THE CITY GOVERNMENT**


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

- a. Provide the quantity and quality of medical equipment 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:  
  
Joeam R. Bundalian, RMT  
Medical Technologist

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