



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 : **Contract of Service for the Laboratory Test and Medical Examination to Community Drug Abused and Rehabilitation Program (CDARP) Clientele for 2023 in the City of San Fernando, Pampanga subject to Ordering Agreement**

Location of the Project : **City Social Welfare and Development Office**

Company Name

Address

Date : **Dec 4, 2023**

PR No. : **2023-11-02775**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, December 12, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Joan D. Gutierrez


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	120	service(s)	Medical Examination and Laboratory Test -Check up -X-Ray -Fecalysis -Urinalysis			
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

CONTRACT OF SERVICE FOR THE LABORATORY TEST AND MEDICAL EXAMINATION TO COMMUNITY DRUG ABUSED AND REHABILITATION PROGRAM (CDARP) CLIENTELE FOR 2023 IN THE CITY OF SAN FERNANDO, PAMPANGA SUBJECT TO ORDERING AGREEMENT.

I. BACKGROUND

The Community Based Rehabilitation Program was started on 2017 to cater to personalities who surrendered to President Rodrigo Duterte's OPLAN "Tokhang". In support to the president's advocacy, the Local Government Unit of the City of San Fernando conceptualized a plan in order to properly assist the surrenderers and drug offenders alike. Through the City Social Welfare and Development Office, the Community Drug Abuse and Rehabilitation Program was born. Its purpose is to help drug offenders to change their way of thinking and perception about the illegal drugs and to reintegrate them to the society. With the help of partner agencies (DILG, PNP, PDEA, CHO and etc.) and the association of Barangay Captains, every barangay in the city will be able to help involved constituents and give them a fighting chance to have a better life. Thus, eliminating the drug problem from the lowest levels.

As one of the first-class cities in the Philippines, the City of San Fernando had a fair share of drug offenders. According to the Philippine National Police, there are approximately 4,000 undocumented drug offenders are living within the city. CDARP, along with the partner agencies, played a vital role in fighting the long and arduous "war on drugs". The program's tasks include profiling the drug surrenderers, providing psycho education, livelihood assistance and linking to other agencies that can help surrenderers have a better quality of life as any other Fernandino deserves. With the joint efforts of the agencies, there are now 12 drug cleared barangays and rest are well under way.

As per Republic Act 9165 "Dangerous Drugs Act of 2002", under Section 51 "Local Government Units, Assistance" states that: Local government units shall appropriate a substantial portion of their respective annual budgets to assist in or enhance the enforcement of this Act giving priority to preventive or educational programs and the rehabilitation or treatment of drug dependents. Through the local government funding, the program will continue to strive and reach more Fernandinos stricken with the disease called drug addiction.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the contract of service for the Laboratory Test and Medical Examination to be use for the implementation of Community Base Drug Abused Rehabilitation Program for the year 2023 in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2023 - 2210 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of SIXTY THOUSAND PESOS PHP (60,000)

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III.OBJECTIVES

The objectives of the services for Laboratory Test and Medical Examination to be use for the Community Drug Abused Rehabilitation Program for the year 2023 in the City of San Fernando, Pampanga are as follows:

1. To facilitate the absolute abstinence from the use of any prohibited substance as provided by the Comprehensive Dangerous Drugs Act of 2002 among its beneficiaries.
2. To empower the beneficiaries to maintain their sobriety from any substance use as provided by the Comprehensive Dangerous Drugs Act of 2002
3. To provide programs and services intended for the beneficiaries to be sober and socially responsible citizens
4. To lead in anti-drug abuse campaign purporting to educate its citizenry particularly the youth on the detrimental consequences of the use of prohibited substances
5. To create a network among various government agencies and non-government organizations directed to help recovering beneficiaries to maintain their sobriety and become socially responsible citizens

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

Item No.	Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
1	120	Service(s)	Medical Examination and Laboratory Test -CBC -X-ray -Urinalysis -Fecalysis	July-December 2023	Jhayen Medical Laboratory & X-ray Services RM. 303, Assumpta Bldg. Church Patio, Sto. Rosario City of San Fernando, Pampanga

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 conformed 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

end-user and
procurement

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 July-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.
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 End- user shall accept the delivery with the (1) delivery receipts, and submit immediately to the Inspector or CGSO- PSMD together with the (2) attendance sheet/s as part of the utilization where the quantity of the delivery is the same as the number of attendees and photo documentation of the delivery.

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 of service (s) being required by the project/ program; and

the (2) receipts, and submit the same as the number

- 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 by:

[Signature]
JUSTIN ALEXANDER DICKIE D. ORO
 Social Welfare Assistant

Approved by:

[Signature]
MARY ANN C. BILIWANG
 Acting CSWD Officer, End-user

CONFORME:
_____ Signature Over Printed Name
_____ Date

Note: The 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.

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