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 Health Care Waste Management Program of the City Health Office for 2024 in the City of San Fernando, Pampanga**

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

_____
Company Name

_____
Address

Date : **Jan 25, 2024**

PR No. : **2024-01-00016**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Thursday, February 1, 2024 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by:

Monalyn L. Moulic
Administrative Aide VI (Buyer II)

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	3500	kg(s)	Sharps			
2	1032	kg(s)	Pathological Waste			
3	3000	kg(s)	Pharmaceutical			
				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 HEALTH CARE WASTE MANAGEMENT PROGRAM OF THE CITY HEALTH OFFICE FOR 2024 IN THE CITY OF SAN FERNANDO PAMPANGA

I. BACKGROUND

The City Government through the City Health Office is desirous that the Contractor execute the collection, treatment, and disposal of all healthcare wastes generated by the City of San Fernando, Pampanga from its Rural Health Units, Birthing Homes, and Animal Bite Treatment Center.

According to the Manual on Healthcare Waste Management, 3rd Edition, "Healthcare waste" includes all the solid and liquid wastes generated by Healthcare Facilities during the diagnosis, treatment or immunization of human beings. Healthcare Facilities, for this purpose, are public, private and non-governmental institutions/facilities that contribute to the improvement of health and/or health status of an individual, which includes: hospitals and medical centers, clinics and healthcare units related to patient care including obstetrics and maternity lying-in clinics, out-patient clinics, dental clinics, emergency medical care services, centers providing long term-term healthcare services, laboratories, etc.;

In this context, the City Health Office of San Fernando, Pampanga has five (5) Rural Health Units with in-house laboratories and dental clinics, five (5) Birthing Stations, forty-seven (47) Barangay Health Stations, one (1) Animal Bite Treatment Center, and one (1) Health Emergency Management Staff Unit (HEMS) and Isolation/Infirmary and (1) Super Health Center with Birthing Station and Central Laboratory Facilities.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the CONTRACT OF SERVICE FOR THE HEALTH CARE WASTE MANAGEMENT PROGRAM OF THE CITY HEALTH OFFICE FOR 2024 IN THE CITY OF SAN FERNANDO PAMPANGA. Is included in the PPMP with Ref. No. 2024-789 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of THREE HUNDRED NINETY-ONE THOUSAND SIX HUNDRED SIXTY-FOUR PESOS (P 391,664.00).

III. OBJECTIVES

The objectives of the CONTRACT OF SERVICE FOR THE HEALTH CARE WASTE MANAGEMENT PROGRAM OF THE CITY HEALTH OFFICE FOR 2024 IN THE CITY OF SAN FERNANDO PAMPANGA are as follows:

The general objective of this program is to adopt appropriate measures and actions that would ensure an efficient and effective implementation of a systematic, comprehensive, and ecological Solid Waste Management Program that will play a key role in protecting the integrity of the environment and maintaining an ecological balance that will affirm the right of the Fernandinos to live in a healthful, safe and sound environment in accordance to *Republic Act No. 9003* or also known as the *"Ecological Solid Waste Management Act of 2000"* and in compliance to *Joint DENR-DOH Administrative Order No. 02 series of 2005* or also known as *Policies and Guidelines on effective and proper handling, collection, transport, treatment, storage and disposal of health care wastes*

SPECIFIC OBJECTIVES:

1. To implement a systematic and comprehensive Healthcare Waste Management Program for all LGU's operated health facilities;
2. To prevent and control the unnecessary transmission of related healthcare waste infectious diseases on human health and environment;
3. To eliminate the presence of potential hazards among groups most at risk such as the Healthcare Facilities Workers, patients, the general public, the community as well as the environment.

The program also aims to:

1. Establish a comprehensive and effective healthcare waste program among its Rural Health Units, Birthing Stations and Animal Bite Treatment Center in accordance with DOH-DENR JAO 02-2005.

2. Prevent health risks to health workers, the general population and contractors.

3. Ensure safe and sustainable management of healthcare wastes and products.

4. Proper management and treatment of healthcare wastes to eliminate risks to patients and health workers.

5. Compliance to the requirement of DOH and DENR as to the proper disposal of hazardous waste.

IV. TERMS OF CONDITIONS

During the procurement process and delivery/implementation of the contract, the end-user and the supplier/contractor shall:

a. SCOPE/COVERAGE

1. The contractor must have the **sole capability** to COLLECT, TRANSPORT TREAT and DISPOSE the toxic/biological, infectious, and hazardous waste to an DENR-EMB registered sanitary landfill under R.A. 6969. **Sub-Contracting of Transport or Treatment is not allowed.**

2. The contractor must have over three **(3) years of experience as Transporter and Treater** by the DENR-EMB.

3. The contractor shall submit a copy of:

   A. Copy of Valid Certificate of Registration from Environment Management Bureau (EMB) as a transporter.

   B. Copy of Valid Certificate of Registration from EMB as a treatment facility

   C. Copy of Valid of EMB Permit to Operate

   D. Copy of Valid DOH Permit to Operate
   E. Copy of FDA Certificate of Products Registration

4. The collection and hauling service by the contractor shall beonce **every two weeks or three days after receipt of notice for emergency collection** to the City Government's 5 RHU's, 5 Birthing Stations, and 1 Animal Bite Treatment Center.

5. The Contractor must install the necessary infectious healthcare waste management equipment's as needed.

6. A representative of the Transporter/Treater shall be present during the collection and hauling.

7. A certificate of collection, treatment, and final disposal shall be furnished to the generator after the end of the quarter.

a. The validity of the contract shall be for one (1) year from the date of execution, renewable at the option of the parties.
b. Specification/Schedule of Requirements

Qty	Unit	Items Description / Specification	Delivery Date	Location
3500	kilo	Sharps	February – December 2024	(5) Rural Health Units with in-house laboratories and dental clinics, five (5) Birthing Stations, forty-seven (47) Barangay Health Stations, one (1) Animal Bite Treatment Center, and one (1) Health Emergency Management Staff Unit (HEMS) and Isolation Facilities.
1032	kilo	Pathological Waste		
3000	kilo	Pharmaceutical		

c. 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 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 ensuring 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 (RFG)/Bid since delivery is anticipated upon issuance of PO/Contract.

6. Comply with the provisions of the procurement, whether Competitive/Public Bidding or the use of Alternative Methods of Procurement.

d. 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 following dates from FEBRUARY 2024 to DECEMBER 2024

3. During the delivery, strictly follow the provisions enumerated in the Terms and Conditions of the PO/Contract including the Delivery Schedule, and 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 of services, ensure the coordination with the Inspector from the CGSO-Property and Supply Management Division (PSMD) for the inspection of the delivery of services and immediately notify the supplier/contractor in case of any concerns before the acceptance.

e. Inspection and Acceptance

1. The End-user (per PCO – Pollution Control Officer Assigned per Health Care Facilities) shall witness the service provided and photo documentation of the service.

   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 quality of service being required by the projects/program; and
b. Strictly follow the specifications and timely provisions 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 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 of the Contract/Agreement, prepare a Verified Report
f. Health Care Facility shall secure and provide the contractor/supplier the needed Hazardous Waste ID.

Prepared and Submitted by:

DUNN PATRICK B. IMANA
Chief EHSD

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 if the supplier/contractor