



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)



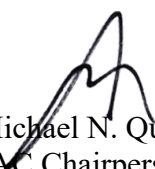
Project Title : **Supply and Delivery of Micronutrient Powder to be used for the Garantisadong Pambata Program of the City Health Office for 2024 in the City of San Fernando, Pampanga**

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

Company Name	Date :	Jan 18, 2024
Address	PR No. :	2024-01-00081

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Thursday, January 25, 2024 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by: **Jannelle D.A. Tungcab**

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	229	box(s)	Micronutrient food supplement powder for 6-59 months old (22 vitamins and minerals) 30sachet/box			
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 AND DELIVERY OF MICRONUTRIENT POWDER TO BE USED FOR THE GARANTISADONG PAMBATA PROGRAM OF THE CITY HEALTH OFFICE FOR 2024 IN THE CITY OF SAN FERNANDO, PAMPANGA

I. BACKGROUND

Micronutrients are essential to support the body's important biological processes, and are also needed to prevent serious health problems. Micronutrients include vitamins and minerals, specifically vitamins A, D, E, K, and C as well as the B-complex vitamins—thiamin (B1), riboflavin (B2), niacin (B3), pyridoxine (B6), folate (B9), and cobalamin (B12). Minerals on the other hand include calcium (Ca), sodium (Na), iron (Fe), copper (Cu), zinc (Zn), and iodine (I).

In the Philippines, micronutrient deficiencies particularly vitamin A, iron, and iodine deficiency are still of public health concern. According to the Micronutrient Supplementation Manual of Operations released by the Department of Health (DOH), micronutrient deficiencies have considerable impact on economic productivity, growth and national development.

Hence, micronutrient supplementation interventions are delivered through the Micronutrient Supplementation Program (MSP). This program is one of the nutrition-specific programs of the Philippine Plan of Action for Nutrition (PPAN) 2017-2022, which aims to respond to the micronutrient malnutrition in the country. The program focuses on the provision of pharmaceutically-prepared vitamins and minerals for the treatment and prevention of specific micronutrient deficiencies to complement food intake.

II. BUDGETARY REQUIREMENT

The budgetary requirement for the **SUPPLY AND DELIVERY OF MICRONUTRIENT POWDER TO BE USED FOR THE GARANTISADONG PAMBATA PROGRAM** of the City Health Office in the City of San Fernando, Pampanga is included in the PPMP with the **Ref. No. 2024-917** and is already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **FIFTY-NINE THOUSAND NINE HUNDRED FIFTY-TWO PESOS AND TWENTY CENTAVOS (59,952.20)**.

III. OBJECTIVES

The objectives of **SUPPLY AND DELIVERY OF MICRONUTRIENT POWDER TO BE USED FOR THE GARANTISADONG PAMBATA PROGRAM OF THE CITY HEALTH OFFICE FOR 2024 IN THE CITY OF SAN FERNANDO, PAMPANGA** are as follows:

- To contribute to the reduction of infant and child morbidity and mortality towards the attainment of SDG 3.
- To provide micronutrient supplementation for children.

IV. COVERAGE/SERVICES

- According to the constituency perspective, the City Health Office strategic objective is to reduce infant and child morbidity and mortality among under 5 years old.

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

MICRONUTRIENT POWDER

Quantity	Unit	Item Description/ Specification	Delivery Date	Location
229	box	Micronutrient food supplement powder for 6-59 months old (22 vitamins and minerals) 30sachet/box	APRIL 2024	Central Storage, New Public Market, Brgy. Del Pilar, 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 **APRIL 2024**.
 - 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 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.

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 items 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 Program Manager

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