



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 Enhanced Medical Insurance of Job-Order Employees for the year 2024-2025 in the City of San Fernando, Pampanga**
Location of the Project : **City Human Resource Management Office**

Company Name
Date : **Jan 23, 2024**
PR No. : **2024-01-00085**

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, January 29, 2024 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Monalyn L. Moulic
Administrative Aide VI (Buyer II)


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	900	pc(s)	Benefits • Accidental Death and Dismemberment - ₱50,000.00 • Natural Death - ₱20,000.00 • Death due to Motorcycle Accident - ₱25,000.00 • Unprovoked Murder Assault - ₱25,000.00 • Livelihood Assistance following the accidental death - ₱10,000.00 • Daily Hospitalization Income Benefit : - For confinement due to an accident up to 10days/ confinement (reimbursement) - ₱500.00/day • Emergency (illness) - ₱5,000.00			
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 ENHANCED MEDICAL INSURANCE OF JOB-ORDER EMPLOYEES FOR THE YEAR 2024-2025 IN THE CITY OF SAN FERNANDO, PAMPANGA

I. BACKGROUND

The City Human Resource Management Office (CHRMO) aims to continuously enhance the grant of a program that guarantees that everyone in the workforce shall have access to basic medical services as it is essential for employees to have a protective system that will ensure their safety and well-being in order to provide excellent public service. This will also help lessen the burden and provide security to families in case of emergency medical situations through financial support.

II. BUDGETARY REQUIREMENT

The budgetary requirement for the Contract of Service for the Enhanced Medical Insurance of Job-Order Employees for the year 2024-2025 in the City of San Fernando, Pampanga is included in the PPMP with the Code No. 2024-649 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **SEVEN HUNDRED TWENTY THOUSAND PESOS (P720,000.00)**.

III. OBJECTIVES

The objectives for the Contract of Service for the Enhanced Medical Insurance of Job-Order Employees for the year 2024-2025 in the City of San Fernando, Pampanga are as follows:

1. To provide security and medical insurance to Job Order Employees.

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

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
900	pcs	Benefits <ul style="list-style-type: none">• Accidental Death and Dismemberment - ₱50,000.00• Natural Death - ₱20,000.00• Death due to Motorcycle Accident - ₱25,000.00• Unprovoked Murder Assault - ₱25,000.00• Livelihood Assistance following the accidental death - ₱10,000.00• Daily Hospitalization Income Benefit :<ul style="list-style-type: none">- For confinement due to an accident up to 10days/ confinement (reimbursement) - ₱500.00/day	Delivery period shall be 30 days upon approval of the Purchase Order and Notice to Proceed	Central Storage, New Public Market, Brgy. Del Pilar, CSFP

		• Emergency (illness) - ₱5,000.00	
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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/ contractor.
3. If the procurement process reaches the ensuing year, observe that the allowed transaction 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 to supply the requirements upon issuance of DOC.
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)/ Delivery Order Contract (DOC), No Delivery” Policy and comply with the delivery period.
2. The Delivery Period shall be 30 days upon approval of the Purchase Order and Notice to Proceed, and the contract shall end by January, 2025. By the end of the contract, the end-user can no longer prepare an Order List and no DOC will be issued for the purpose.
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.

d. Inspection and Acceptance

1. The CGSO- PSMD and City Human Resource Management Office (CHRMO) shall inspect and accept the delivery.
2. The supplier/contractor shall present the PO and issue a Sales Invoice.
3. The CGSO- PSMD and CHRMO 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.

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

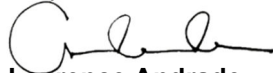
The deliverables of the supplier/ contractor shall be as follows:

- a. Deliver the Medical Health Cards of the Job Order Employees within the specified timeframe;
- b. Deliver the brochures containing infographics on the health cards' coverage and use.

The deliverables of the City Government shall be as follows:

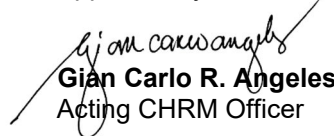
- a. Provide the Employee Masterlist for the Service Provider to serve as a reference for the official list of beneficiaries of the medical health insurance;
- b. Provide a copy of the approved proposal for the implementation of the provision of medical health insurance for the City Government Job Order Employees;
- c. Issue payment once the contract is completed per scheduled time and the deliverables and reports are fulfilled and submitted to the City Government.

Prepared and submitted by:



Laurence Andrade
Procurement Officer- CHRMO

Approved by:



Gian Carlo R. Angeles
Acting CHRM Officer

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.