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 Storage Rack and Cabinet to be used for the Primary Health Care Facilities 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 23, 2024**

PR No. : **2024-01-00095**

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:

John Ranchzel P. Pangilinan

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	12	pc(s)	STORAGE RACK SPECIFICATION: 5 TIER LIGHT DUTY STORAGE RACK (4mm durable shelves that can hold 120kg) Measurements: 76CM (L) x 30 CM (W) x 152 CM (H)			
2	6	pc(s)	FILING CABINET SPECIFICATION: STEEL METAL LATERAL FILING CABINET WITH LOCK Measurements: 900MM (L) x 450MM (W) x 1380MM (H)			
					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 STORAGE RACK AND CABINET TO BE USED FOR THE eKONSULTA PROGRAM OF THE CITY HEALTH OFFICE FOR 2024 IN THE CITY OF SAN FERNANDO, PAMPANGA

I. BACKGROUND

The Universal Health Care Law aims to "ensure that all Filipinos are guaranteed equitable access to quality and affordable health care goods and services and protected against financial risk." To meet the goal of progressively realizing universal health care in the country, protect the health of every Filipinos against chronic illnesses, avoid complications through early detection and to provide affordable drugs and medicines. PhilHealth adopted a comprehensive approach to delivering primary care through the development of the PhilHealth Konsultasyong Sulit at Tama (Konsulta) Package.

As provided in DOH Administrative Order entitled "Rules and Regulations Governing the Licensure of Primary Care Facilities in the Philippines", all PCFs will now be regulated, shall secure a DOH-LTO and must be compliant at all times with the licensing standards and requirements set forth by HFSRB and FDA.

II. BUDGETARY REQUIREMENT

The budgetary requirement for **SUPPLY AND DELIVERY OF STORAGE RACK AND CABINET TO BE USED FOR THE eKONSULTA PROGRAM OF THE CITY HEALTH OFFICE FOR 2024** of the City Health Office in the City of San Fernando, Pampanga is included in the PPMP with the **Ref. No. 2024-1179** and is already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount **ONE HUNDRED SIXTY-TWO THOUSAND PESOS (162,000.00)**.

III. OBJECTIVES

The objectives of the **SUPPLY AND DELIVERY OF STORAGE RACK AND CABINET TO BE USED FOR THE eKONSULTA PROGRAM OF THE CITY HEALTH OFFICE FOR 2024 IN THE CITY OF SAN FERNANDO, PAMPANGA** are as follows

- To implement the governing policies in the implementation of eKONSULTA program in the city's Primary Health Care Facilities;
- To expand the primary care benefit to cover all Fernandino;
- To ensure sustainable financial mechanisms for the delivery of quality health services in communities;
- To establish partnership with other health stakeholders and enhance the Referral Network within the city; and
- To ensure that all health facilities are DOH and PhilHealth accredited.

IV. COVERAGE/SERVICES

- The City Health Office's strategic general objective is to provide highly responsive health care programs and activities to all Fernandino which are available, acceptable and accessible by providing signages at the Rural Health Units.

V. TERMS AND CONDITIONS

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

Quantity	Unit	Item Description/ Specification	Delivery Date	Location
6	PCS	STORAGE RACK SPECIFICATION: 5 TIER LIGHT DUTY STORAGE RACK (4mm durable shelves that can hold 120kg) Measurements: 76CM (L) x 30 CM (W) x 152 CM (H)	FEBRUARY 2024	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
6	PCS	FILING CABINET SPECIFICATION: STEEL METAL LATERAL FILING CABINET WITH LOCK Measurements: 900MM (L) x 450MM (W) x 1380MM (H)		

a. 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.

b. 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 **FEBRUARY 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.

c. 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 item 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:

MARIA LIEZEL S. CANLAS, RN
eKONSULTA Focal Person

Approved 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*