



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 Calcium Carbonate Tablets and Ferrous Sulfate with Folic Acid Tablets to be used for the Women's Health Care 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 23, 2024**

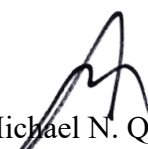
PR No. : **2024-01-00098**

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	1985	box(s)	Ferrous Sulfate 60mg with Folic Acid 400mcg tablet for 735 pregnant and postpartum women (270)			
2	1000	box(s)	Calcium Carbonate 500mg tablet for 200 pregnant women (400)			
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 Calcium Carbonate Tablets and Ferrous Sulfate with Folic Acid Tablets to be used for the Women's Health Care Program of the City Health Office for 2024 in the City of San Fernando, Pampanga

I. BACKGROUND

Giving micronutrient supplements to pregnant women may reduce the risk of low birth weight (LBW) and of small size for gestational age. It may also lead to reduction of pre-term births and still births. This program aims to supply all eligible pregnant women and WRA with complete micronutrient supplementation that will aid in their pregnancy and pre-pregnancy as well as safe delivery. When the baby is developing early during pregnancy, folic acid helps form the neural tube. Folic acid is very important because it can help prevent some major birth defects of the baby's brain and spine (spina bifida).

Calcium Carbonate Supplementation for pregnant women helps strengthen rapidly developing bones and teeth, boost muscle, heart and nerve development of newborn and prevention of hypertensive disorders during pregnancy.

Iron supplements are safe to take in pregnancy and it's important that low iron levels are treated so that you and your baby stay healthy.

II. BUDGETARY REQUIREMENT

The budgetary requirement for the Supply and Delivery of Calcium Carbonate Tablets and Ferrous Sulfate with Folic Acid Tablets to be used for the Women's Health Care Program of the City Health Officer for 2024 in the City of San Fernando, Pampanga is included in the PPMP with the Ref No. 2024-960 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of NINE HUNDRED FIFTY-FIVE THOUSAND EIGHT HUNDRED PESOS (P 955,800.00).

III. OBJECTIVES

The objectives of the Supply and Delivery of Calcium Carbonate Tablets and Ferrous Sulfate with Folic Acid Tablets to be used for the Women's Health Care Program of the City Health Officer for 2024 in the City of San Fernando, Pampanga are as follows.

- Increase mothers' knowledge on proper nutrition and importance of micronutrient supplementation.
- Emphasize the importance of breastfeeding.
- Impart knowledge on the importance of prenatal & post-natal care.

IV. COVERAGE/SERVICES:

- a. Pregnant women in the City
 1. Must be a pregnant and post-partum woman lived in the city of San Fernando, Pampanga
 2. The dosage of drugs and medicines to be given to the pregnant and post-partum women will be determined by the attending OB-GYNE or trained Rural Health Physician duly recommended to the City Health Office
 3. The pregnant and post-partum women will be provided with a Patient Access Form which will record all consultations, diagnostic or laboratory procedures and modalities of treatment or management. This will serve as patient record to monitor the compliance of the pregnant and post-partum women
 4. The average drug / medicine utilization will be limited 30 tablet or 1-month supply per month which will be issued once a week by the Barangay Health Stations and have all throughout the pregnancy and three months post-partum.
- b. CSFP Women of reproductive age (10 – 49 y/o)

1. Must be a woman of reproductive age (10-49 y/o) lived in the city of San Fernando, Pampanga.
2. The Ferrous Sulfate with Folic Acid tablet supplementation is given once a week for twelve weeks. It is given January to March and July to September as recommended by the Department of Health.

V. TERMS AND CONDITIONS:

During the procurement process and delivery/implementation of the contract the end user and the suppliers/contractor shall

- a. Specification/Schedule of Requirements the expiration date of the medicines requested should be at least **TWO (2) YEARS OR 24 MONTHS** upon delivery and should be in good condition and packaging and following the proper cold chain management.

Quantity	Unit	Particulars	Delivery Date	Location
1,985	box	Ferrous Sulfate 60mg with Folic Acid 400mcg tablet for 735 pregnant and postpartum women (270)	February 2024	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
1,000	box	Calcium Carbonate 500mg tablet for 200 pregnant women (400)		

b. Procurement Process

1. For the End- user, ensure the completion of the documents 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 confirmed by the supplier/ provider.
3. If the procurement process reaches the ensuing year, observe that the allowed delivery 1s only up to what 1s stipulated in the contract.
4. For the End- user, clearly present 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 from **February 2024**.
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

d. Inspection and Acceptance

1. The CGSO — PSMD shall inspect and accept the delivery provided that all the specifications/description of item requested are complied.
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.

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 items 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 of 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:


JAIRA P. NATIDAD, MD
Women's Health Care 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.