



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 Medical Supplies to be used for the STI/HIV/AIDS Prevention and Control Program of the City Health Office for 2024 in the City of San Fernando, Pampanga**

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

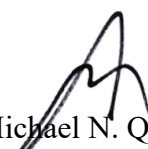
		<b>Date :</b>	<b>Jan 23, 2024</b>
Company Name		<b>PR No. :</b>	<b>2024-01-00099</b>
Address			

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:

Jannelle D.A. Tungcab

  
 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	50	pack(s)	Slides Frosted Ends			
2	10	box(s)	Gloves Medium Powder Free			
3	6	box(s)	Gram Stain Set			
4	44	box(s)	Sterile Long Wooden Cotton Swab BOX(100's)			
<b>Total Amount:</b>						

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 Medical Supplies to be used for the STI/HIV/AIDS Prevention and Control Program of the City Health Office for 2024 in the City of San Fernando, Pampanga

#### I. BACKGROUND

Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS) is a disease that recognizes no territorial, social, political and economic boundaries, and has no known cure up to this day where the gravity of its threat demands strong state action.

Although most HIV infection cases have turned up in major urban areas nationwide, almost all the provinces in the country's 17 regions are reporting HIV cases. For the past 5 years (2018-2022), the City of San Fernando, Pampanga have a total of 238 HIV cases reported by Jose B. Lingad Memorial General Hospital.

During the Covid 19 pandemic in the Philippines, there is a significant decrease in the prevalence of Sexually Transmitted Diseases (STDs) in the City of San Fernando (Based from Social Hygiene Clinic data). From 474 cases last 2019 to 139 cases last 2020, 75 cases last 2021 and 93 cases last 2022. This is primarily due to the restricted movement due to lockdowns and closure of entertainment establishments in the city during the pandemic.

#### II. BUDGETARY REQUIREMENT

The budgetary requirement for the Supply and Delivery of Medical Supplies to be used for the STI/HIV/AIDS Prevention and Control Program of the City Health Office for 2024 in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2024-1083 and already included in the Annual Procurement Plan of the City Government in the amount FIFTY-FOUR THOUSAND FIVE HUNDRED PESOS (P54,500.00).

#### III. OBJECTIVES

Supply and Delivery of Medical Supplies to be used for the STI/HIV/AIDS Prevention and Control Program of the City Health Office for 2024 in the City of San Fernando, Pampanga are as follows:

##### Primary Objectives:

- Provide information about STI/HIV among Entertainment establishment workers
- Detect positive individuals for early treatment
- Decrease in the prevalence of Sexually Transmitted Diseases after the lifting of closure of entertainment establishments amidst the Covid19 pandemic.

##### Secondary Objectives:

- Provide information about STI, HIV and AIDS and how to protect one in acquiring this disease.
- Expand understanding of the epidemic situation of this problem.
- Encourage people to help and support PLHIV in our city.
- Reduce the stigma on HIV and AIDS.
- Sustain the decrease in the occurrence / transmission of Sexually Transmitted Diseases after the end of the Covid19 pandemic.

#### IV. COVERAGE/SERVICES

All entertainment established workers in the City of San Fernando, Pampanga

1. All entertainment established workers must have a pink card and a working permit with license number to be able to work in the city.
2. All entertainment establishment are given a specific schedule for their weekly consultation. They group from Mondays – Fridays of the week.
3. The pink card is used for their scheduled weekly consultation, this card will serve as their record alongside with the staff logbooks for recording, releasing and overall data management.
4. Medicines and referral forms are given to patients with significant findings. Dosage and administration of medicines will depend on patients' case. Counseling and treatment monitoring is also provided.

#### V. TERMS AND CONDITIONS

During the procurement 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
10	Box	Gloves medium powder free	February 2024	CENTRAL STORAGE, NEW PUBLIC MARKET, BRGY DEL PILAR, CSFP
50	Pack	Slides frosted end		
6	Box	Gram stain set		
44	Pack	Sterile Long Wooden Cotton Swab BOX(100's)		

- b. Procurement Process

1. For the end-user, ensure the completion of the documents in order to proceed with procurement process.
2. For the supplier/ provider, ensure the completeness of the documents being required by Bids and Awards Committee (BAC) for the procurement process on time based on 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 is 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 that there are readily available supplies upon submission of Request for Quotation (RFQ)/ Bid since delivery is anticipated upon issuance of PO/ Contract.
  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), No Delivery” policy and comply within the delivery period.
  2. The delivery shall be on 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.
  6. For on-site 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:

*[Handwritten Signature]*  
**EMERITO D. MERCADO, MD**

Communicable Disease Cluster Program Manager

Noted by:

*[Handwritten Signature]*  
**ROWENA L. SALAS, MD**

City Health Officer II

<p><b>CONFORME:</b></p>  <hr style="width: 80%; margin: 0 auto;"/> <p style="text-align: center;">Signature over Printed Name</p>  <hr style="width: 80%; margin: 0 auto;"/> <p style="text-align: center;">Date</p>
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*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.*