



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 Condom and Pregnancy Kits to be used by the Family Planning Program of the City Health Office for 1st Semester 2024 in the City of San Fernando, Pampanga subject to Ordering Agreement**

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

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

Date : **Jan 29, 2024**

PR No. : **2024-01-00114**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, February 5, 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	1500	box(s)	Condoms >Latex Condoms >Scented-any scent >by 3's per box			
2	500	kit(s)	Pregnancy Test Kit >cassette type			
<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 Condom and Pregnancy Kits to be used by the Family Planning Program of the City Health Office for 1st Semester 2024 in the City of San Fernando, Pampanga subject to Ordering Agreement**

#### **I. BACKGROUND**

Laboratory Tests are a vital component of health care system especially for those who provide community-based services like what we are providing in the City Government for these years already. Thus, having the proper and adequate supplies and equipment which we can utilize in each of our Clinical Laboratories are vital in able to provide a quality and reliable laboratory results which can keep up with other private laboratories who provides the same tests or procedures. More so, our Physicians rely mostly on accurate laboratory results to allow the proper diagnosis for each patient's cases which also serves as a crucial key to correctly manage each patient that we cater. It is indeed without a doubt that accurate and precise laboratory results serves an integral part of the patient care and the health care system per se.

#### **II. BUDGETARY REQUIREMENT**

The budgetary requirement for the Supply and Delivery of Condom and Pregnancy Kits to be used by the Family Planning Program of the City Health Office for 1st Semester 2024 in the City of San Fernando, Pampanga subject to Ordering Agreement is included in the PPMP with the Ref. No. 2024-1585 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **ONE HUNDRED TWENTY SEVEN THOUSAND FIVE HUNDRED PESOS ONLY (PHP 127,500.00 )**.

#### **III. OBJECTIVES**

The objectives of the Supply and Delivery of Condom and Pregnancy Kits to be used by the Family Planning Program of the City Health Office for 1st Semester 2024 in the City of San Fernando, Pampanga subject to Ordering Agreement are as follows:

1. To provide quality and reliable laboratory services for our patients;
2. To equip each of our Clinical Laboratory in providing fast, accurate and precise laboratory results, thus improving City Government's health care system amidst this pandemic

#### **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

The expiration date of the supplies requested should be at least **TWO (2) YEARS OR TWENTY-FOUR (24) MONTHS** upon delivery and should be in good condition and packaging. In case the expiration date of the supply does not meet the requirement needed, the supplier should replace the supply at least 3 months before its expiration date.

SUPPLIES	QTY	UNIT	DELIVERY DATE	LOCATION
Condoms >Latex Condoms >Scented-any scent >by 3's per box	1,500	bxs	April 2024 - June 2024	Central Storage, New public Market, Brgy Del Pilar, CSFP
Pregnancy Test Kit >cassette type	500	pcs		

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 Deliver/' Policy and comply with the delivery period.
2. The Delivery Period shall be between April 2024 - June 2024, and the contract shall end by the end of June 2024. By the end of the contract, the end- user can no longer prepare Order List and no DOC will be issued for the purpose.
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 the supplies 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 the delivery.
- b. End- user shall monitor the delivery.
- c. The Procurement Officer shall assist in the monitoring and on- time payment of the supplier/ contractor.
- 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 by:



**Cielo Mae Gerard S. Salonga, RPh**  
Pharmacist IV / Supply Officer

Approved by:



**Rowena L. Salas, MD**  
City Health Officer II

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.