



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 Equipment to be used for the Health Emergency Management Staff (HEMS) Unit of the City Health Office for 2024 in the City of San Fernando, Pampanga**

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

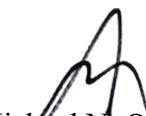
Company Name \_\_\_\_\_ Date : **Jan 25, 2024**  
PR No. : **2024-01-00135**  
Address \_\_\_\_\_

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, January 30, 2024 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Lorraine Kate M. Escoto

  
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	1	pc(s)	Stair Chair Stretcher -Load capacity: 350lbs -Weight: 19 lbs -Height: 36" -Width: 21" -Depth: 28 inch -Folded: 8 inch			
2	2	pc(s)	Patient Slider Transfer -23" x 70" -lightweight -flexible -Durable X-ray Permeable Material -Latex-Free -Anti-static -Easy Cleaning Surface			
3	5	pc(s)	Tackle Box Heavy Duty (Tool Box with Metal Latch 16" Toolbox)			
<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 Equipment to be used for the Health Emergency Management Staff (HEMS) Unit of the City Health Office for 2024 in the City of San Fernando, Pampanga

#### I. Background

Stair Chair Stretcher and Battlefield Bed stretcher are mainly used to carry patients in places such as stairs, corridors & lifts. It is made from high-strength aluminum alloy materials. The stair stretcher is a compact and easy way to transfer patients in case of emergency.

A Patient Slider Transfer is a piece of equipment that can be used if a person is not able to use their legs to complete a transfer between surfaces or if a standing transfer is not safe to perform. The board is used to make a solid "bridge" between the two surfaces that a person can slide across to transfer between them.

#### II. Budgetary Requirement

The budgetary requirement for the Supply and Delivery of Medical Equipment to be used at the Health Emergency Management Staff (HEMS) Unit of the City Health Office for 2024 in the City of San Fernando, Pampanga is included in the PPMP with **Reference no. 2024-1120** and already included in the Annual Procurement Plan of the City Government, which is in the amount of **SEVENTY THREE THOUSAND TWO HUNDRED FIFTY PESOS (P 73,250.00)**.

#### III. Objective

Medical equipment/devices are essential to prevent, diagnose, treat and rehabilitate illnesses and diseases in a safe and effective way.

Makes it easier for caregivers to perform their duties. This equipment makes it easier to monitor and care for their patients.

#### IV. Terms and conditions

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

##### A. Specifications/ Schedule of Requirements

Qty	Unit	Item Description	Delivery Date	Location
1	PIECE	Stair Chair Stretcher -Load capacity: 350lbs -Weight: 19 lbs -Height: 36" -Width: 21" -Depth: 28 inch  -Folded: 8 inch	February 2024	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
2	Pieces	Patient Slider Transfer -23" x 70" -lightweight -flexible -Durable X-ray Permeable Material -Latex-Free -Anti-static		

		-Easy Cleaning Surface		
5	PIECES	Tackle Box Heavy Duty (Tool Box with Metal Latch 16" Toolbox)		

**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 confirmed by the supplier/provider.
3. If the procurement process reaches the ensuing year, observe that the allowed delivery 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 that there are readily-available supplies upon admission 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)/ Contracts, No Delivery" Policy and comply with the delivery period.
2. The Delivery period 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 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 Medical Equipment 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.

**V. Deliverables by the supplier/contractor and the City Government**

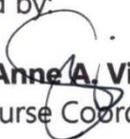
The deliverables of the supplier/ contractor shall be as follows

- a. Provide the quantity/quality of medical equipment being required; 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. Procurement Officer shall assist in the monitoring, delivery and on-time payment of the supplier.
- d. Provide the necessary and readily-available documents such as during the conduct of post – audit.
- e. Evaluate the performance of the supplier/contractor in case there is a violation to the Contract/ Agreement, prepare a verified report.

Prepared by:

  
**Rachel Anne A. Viray, RN**  
 HEMS Nurse Coordinator

Noted by:

  
**Krisette Arah R. David, MD**  
 HEMS Medical Coordinator

Approved by:

  
**ROWENA L. SALAS, MD**  
 City Health Officer II

CONFORME:
<hr style="border: 0; border-top: 1px solid black;"/> Signature over Printed Name
<hr style="border: 0; border-top: 1px solid black;"/> 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.

## Medical Equipment

### Stair Chair Stretcher



### Patient Slider Transfer

Slide Board for Patient Transfer



### Tackle Box Heavy Duty

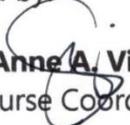
STANLEY

GAZELLE  
BUILDING SUPPLIES



16" TOOLBOX W/ METAL LATCH 75-51

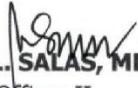
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