



Republic of the Philippines

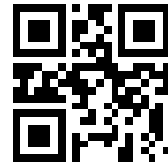
Province of Pampanga

City of San Fernando

Office of the Bids and Awards Committee

# REQUEST FOR QUOTATION

(FM-CSFP-CGSO-39; Revision No.03; 04/01/2022)



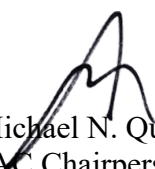
Project Title : **Supply and Delivery of Disinfectant Spray to be used for the Health Emergency Management Staff (HEMS) Unit of the City Health Office for 2024 in the City of San Fernando, Pampanga**

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

		<b>Date :</b>	<b>Jan 29, 2024</b>
Company Name		<b>PR No. :</b>	<b>2024-01-00148</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, February 5, 2024 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by: **Camille C. Mendiola**

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	100	pc(s)	Disinfectant Spray 400 grams			
<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 Disinfectant Spray 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**

Disinfectant is a chemical substance or compound used to inactivate or destroy microorganisms on inert surfaces. Disinfectants are generally distinguished from other antimicrobial agents such as antibiotics, which destroy microorganisms within the body, and antiseptics, which destroy microorganisms on living tissue. Disinfectants are also different from biocides—the latter are intended to destroy all forms of life, not just microorganisms. Disinfectants work by destroying the cell wall of microbes or interfering with their metabolism. It is also a form of decontamination, and can be defined as the process whereby physical or chemical methods are used to reduce the amount of pathogenic microorganisms on a surface.

#### **II. Budgetary Requirement**

The budgetary requirement for the Supply and Delivery of Disinfectant Spray 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 is included in the **PPMP with the Ref. No. 2024-1127** and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **SEVENTY-SIX THOUSAND FIVE HUNDRED PESOS (P 76,500.00)**

#### **III. Objective**

The objectives of the Supply and Delivery of Disinfectant Spray 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 are as follows:

1. To provide a safe environment to healthcare workers by killing bacteria, germs and microorganisms on still surface.
2. To prevent cross-contamination.

#### **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**

<b>Qty</b>	<b>Unit</b>	<b>Item Description</b>	<b>Delivery Date</b>	<b>Location</b>
100	Pieces	Disinfectant Spray 400 grams	February 2024	Central Storage, New Public Market, Brgy. Del Pilar, CSFP

##### **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 Air Purifier 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**

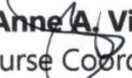
The deliverables of the supplier/ contractor shall be as follows

- a. Provide the quantity/quality of air disinfectant spray 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 F. 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; margin: 5px 0;"/> Signature over Printed Name
<hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> 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.

