



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 Refrigerator to be used at the Super Health Center of the City Health Office in the City of San Fernando, Pampanga**
Location of the Project : **City Health Office**

Company Name
Date : **Jan 29, 2024**
PR No. : **2024-01-00171**

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:

Approved by:

Janelle 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	2	unit(s)	Refrigerator with freezer (for Specimen and Reagents) >Refrigerator Temperature 20C to 80C >Freezer Temperature: 00C to -180C >Capacity: 10.4 cu ft (295 L) >Frost free Cooling System >Fully automatic defrost system >Two Door; Top Freezer Inverter >Adjustable Tempered shelves >LED Lighting >Power input: 65 W >Dimension: 545 x 620 x 1,660			
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 Refrigerator to be used at the Super Health Center of the City Health Office in the City of San Fernando, Pampanga

I.BACKGROUND

Laboratory Tests are a vital component of health care system specially for those who provide community-based services like what are providing in the City Government for this years already. Thus, having the proper and adequate supplies and equipment which can utilize in each of our Clinical Laboratories are vital and able to provide a quality and reliable laboratory results which can keep up with other private laboratories who provide the same tests or procedures. More so, our Physicians rely mostly on accurate laboratory results to allow the proper diagnosis foe 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 Refrigerator to be used at the Super Health Center of the City Health Office in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2024- 1782 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of NINETY EIGHT THOUSAND PESOS (**P 98,000.00**).

III.OBJECTIVES

The objectives of Supply and Delivery of Refrigerator to be used at the Super Health Center of the City Health Office in the City of San Fernando, Pampanga are as follows:

1. To provide quality and reliable laboratory services for our patients;
2. To equip each of our clinical laboratory in proving 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

Qty	Unit	Item Description/ Specifications	Delivery Date	Location
2	units	Refrigerator with freezer (for Specimen and Reagents) ☑>Refrigerator Temperature 20C to 80C ☑>Freezer Temperature: 00C to -180C ☑>Capacity: 10.4 cu ft (295 L) ☑>Frost free Cooling System ☑>Fully automatic defrost system ☑>Two Door; Top Freezer ☑>Inverter ☑>Adjustable Tempered shelves ☑>LED Lighting ☑>Power input: 65 W ☑>Dimension: 545 x 620 x 1,660	April 2024 - June 2024	Central Supply, New Public Market, 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 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)/ Contracts, No Delivery” Policy and comply with the delivery period.
2. The Delivery Period shall be April-June, 2024 at the City of San Fernando, Pampanga.
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.
4. 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 and quality of medical equipment being required by the project/ program; and
- b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.

- c. Installation and commissioning of the laboratory machines shall be for the sole account of the SUPPLIER.
- d. All machines shall be brand new with technical specifications in attached brochure.
- e. The SUPPLIER shall be responsible for the proper maintenance/repair/calibration of the equipment without cost to the city government
- f. All laboratory equipment provided shall always be maintained in good working condition by the SUPPLIER, ensuring regular after sales service including preventive maintenance and calibration and spare parts replacement pertinent to the equipment when deemed necessary.
- g. The Supplier shall provide a SERVICE UNIT of the same brand and capability in case of an equipment breakdown.

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:



Celia T. Pineda, RMT
Medical Technologist III

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*