



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 Oxygen Tank Refill to be used at the CHO - Birthing Stations for 2024 in the City of San Fernando, Pampanga subject to Ordering Agreement**

Location of the Project : **City Health Office - Birthing Stations**

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

\_\_\_\_\_  
Address

Date : **Feb 7, 2024**

PR No. : **2024-02-00214**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Wednesday, February 14, 2024 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by: \_\_\_\_\_ Approved by: \_\_\_\_\_

**Raiza Venise S. Galang** **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	70	unit(s)	Oxygen refill, 20lbs oxygen tank			
2	34	unit(s)	Oxygen refill, 60 lbs oxygen tank			
<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 Oxygen Tank Refill to be used at the CHO - Birthing Stations for 2024 in the City of San Fernando, Pampanga subject to Ordering Agreement

#### I. BACKGROUND

Oxygen is an essential medicine used to care for patients at all levels of the healthcare system, including in surgery, trauma, heart failure, asthma, pneumonia and maternal and child care.

#### II. BUDGETARY REQUIREMENT

Supply and Delivery of Oxygen Tank Refill to be used at the CHO - Birthing Stations for 2024 in the City of San Fernando, Pampanga subject to Ordering Agreement is included in the PPMP with Ref. No. 2024-1189 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of Eighty-four thousand nine hundred pesos. (P 84, 900.00)

#### III. OBJECTIVES

- Providing supplemental oxygen during labor has been recommended since the 1960s. Hospitals typically supply oxygen to regulate the baby's heart rate and prevent complications.

#### IV. TERMS AND CONDITION

1. Supplier shall issue a BIR registered billing invoice to the City Government. Said billing invoice must be settled right away after its issuance.
2. Supplier at the option of the City Government, will supply as many oxygens refill it will require at P550.00 per 20lbs tank and P750.00 per 60lbs tank.

##### *a. Specification / Schedule of Requirements*

QUANTITY	UNIT	ITEM DESCRIPTION	Delivery Date	Location
70	units	Oxygen refill, 20lbs oxygen tank	15 days upon issuance of DOC and NTP up to December 2024	CENTRAL STORAGE, NEW PUBLIC MARKET, BRGY DEL PILAR, CSFP
34	units	Oxygen refill, 60 lbs oxygen tank		

##### *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 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 on 15 days upon issuance of DOC and NTP up to December 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 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 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.

## **VI. DELIVERABLES BY THE PROVIDER AND THE CITY GOVERNMENT**

The deliverables of the supplier/ contractor shall be as follows:

a. Provide refill of oxygen 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 on the supplier/contractor i.e., 60 days after delivery.
- b. End-user shall monitor the delivery of requirements.
- c. The Procurement Officer shall assist in the monitoring, delivery and on-time payment on the payment on 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 by:

  
**LEA N. PANGANIBAN, RN**  
Birthing Station Nurse Program Coordinator

Verified by:

  
**JAIRA P. NATIVIDAD, MD**  
Birthing Station Program Manager

Approved by:

  
**ROWENA L. SALAS, MD**  
City Health Office 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.*