



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 Interactive Prizes to be given to the participants during the Adolescent Health and Development Lecture of the City Health Office for 2024 in the City of San Fernando, Pampanga**

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

Company Name

Address

Date : **Feb 12, 2024**

PR No. : **2024-02-00232**

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 19, 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	500	pc(s)	Canvas Tote Bag with design Size: L*30cm H*35cm Smooth Canvass with zipper Assorted colors			
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 Interactive Prizes to be given to the participants during the Adolescent Health and Development Lecture of the City Health Office for 2024 in the City of San Fernando, Pampanga

I.BACKGROUND

The Responsible Parenthood and Reproductive Health Act of 2012 or RH Law is one the key program under the current Philippine Health Agenda: LAHAT PARA SA KALUSUGASN TUNGO SA KALUSUGAN PARA SA LAHAT. It focuses in the holistic strategy of rendering general health services in every family in the community.

It also refers to the access of a full range of methods, facilities, services and supplies that contribute to reproductive health and well-being of every person by addressing reproductive health-related problems. It also includes sexual health, where the purpose of which is geared towards the enhancement of life and personal relations. Thus, information dissemination is very critical to give awareness among our constituents about the services of this program which aims to increase the city's Contraceptive Prevalence Rate (CPR)

.II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the **Supply and Delivery of Interactive Prizes to be given to the participants during the Adolescent Health and Development Lecture of the City Health Office for 2024 in the City of San Fernando, Pampanga** is included in the PPMP with Ref. No. 2023- 663 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of ONE HUNDRED THOUSAND PESOS (P 100, 000.00)

III.OBJECTIVES

The objectives of the **Supply and Delivery of Interactive Prizes to be given to the participants during the Adolescent Health and Development Lecture of the City Health Office for 2024 in the City of San Fernando, Pampanga** are as follows:

1. To ensure that meals are served during the activity considering that it is a policy of the City Government that provision of meals is allowed if the duration of the training is more than four (4) hours; and

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
500	Pcs	Canvas Tote Bag with design Size: L*30cm H*35cm Smooth Canvass with zipper Assorted colors	March 6, 2024 at 8:00 a.m.	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 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.⁴
2. The Delivery Period shall be on **March 6, 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 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.
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

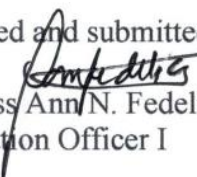
The deliverables of the supplier/ contractor shall be as follows:

- a. Provide the quantity of items 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 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:


Princess Ann N. Fedelicio
Population Officer I

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



Approved by:

Rowena L. Salas
ROWENA L. SALAS, MD
City Health Officer II