



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 Insecticides (Enzyme Base) to be used for the Dengue Prevention and Control Program for 2024 in the City of San Fernando, Pampanga**

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

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

\_\_\_\_\_  
Address

Date : **Mar 13, 2024**

PR No. : **2024-02-00422**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Wednesday, March 20, 2024 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

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

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

Monalyn M. Aquino  
Administrative Aide VI (Buyer II)

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	36	btl(s)	Enzyme based concentrated anti-dengue solution= 1L			
<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 Insecticides (Enzyme Base) to be used for the Dengue Prevention and Control Program for 2024 in the City of San Fernando, Pampanga**

#### **I. BACKGROUND**

Dengue is the most rapidly increasing arboviral disease in the city. *Aedes aegypti* is the most effective vector of dengue, because it is highly susceptible to the dengue virus and feeds almost exclusively on humans in the daytime there is also another mosquito vector that causes another vector-borne disease that we also have to address. Generally, dengue vector control approaches include breeding site reduction, environmental management, larvicide, and adulticide. Vector control often includes the spraying of insecticides in and around houses of positive cases. This particular chemical approach is referred to as perifocal space spraying or perodomestic space spraying.

Space spraying involves the application of small droplets of insecticides into the air in an attempt to kill adult mosquitoes and is mainly in emergency situations when an outbreak of dengue fever is already in progress or where routine source reduction activities have failed to limit the production of adult *A. Aegypti* and the risk of dengue transmission are high. Space spraying is attractive because it is highly visible and conveys the message that health authorities are combating dengue through vector control activities and this could be an important tool, particularly during epidemics, as it targets the adult mosquito. In practice, space sprays can only reduce dengue transmission if the adult vector population is reduced in density to below a threshold, or if the mosquitoes are killed before they reached an age beyond the extrinsic incubation period of the virus.

#### **II. BUDGETARY REQUIREMENT**

The Budgetary Requirement for the **Supply and Delivery of Insecticides (Enzyme Base) to be used for the Dengue Prevention and Control Program for 2024 in the City of San Fernando, Pampanga**. Is included in the **PPMP with Ref. No. 2024-1674** and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **THREE HUNDRED FIFTY-SIX THOUSAND FOUR HUNDRED PESOS (P356,400.00)**.

#### **III. OBJECTIVES**

The objectives of the **Supply and Delivery of Insecticides (Enzyme Base) to be used for the Dengue Prevention and Control Program for 2024 in the City of San Fernando, Pampanga** are as follows:

- General Objectives:
  - To make San Fernando Dengue free
  - reduction in adult *Ae.aegypti* populations to effectively control a dengue epidemic
- Specific Objective:
  - To reduce morbidity and mortality from dengue infection by preventing the transmission of the virus from the mosquito vector to humans.
  - To reduce the risk of human exposure to *Aedes* bites.
  - Provide larvicides that are non-toxic to other organisms, biodegradable, and have no mosquito resistance development.

**IV. TERMS OF CONDITIONS**

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

a. Specification/Schedule of Requirements

Qty	Unit	Items Description / Specification	Delivery Date	Location
36	Bot.	Enzyme based concentrated anti-dengue solution= 1L	May 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 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 ensuring 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, 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 the following dates:  
**May 2024**
3. During the delivery, strictly follow the provisions enumerated in the Terms and Conditions of the PO/Contract including the Delivery Schedule, and 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**

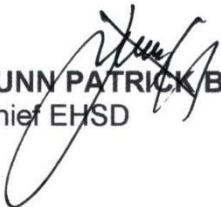
The deliverables of the supplier contractor shall be as follows:

- a. Provide the quantity and quality of items being required by the End User; and
- b. Strictly follow the specifications and timely provisions 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 of the delivery is per month or Ordering Agreement.
- b. End-user shall monitor the delivery 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 of the Contract/Agreement, prepare a Verified Report

Prepared and Submitted by:

  
**DUNN PATRICK B. IMANA**  
Chief EHSD

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 if the supplier/contractor