



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 Newborn Screening Kits to be used at the CHO - Birthing Stations for 2024 in the City of San Fernando, Pampanga**
Location of the Project : **City Health Office - Birthing Stations**

Company Name
Date : **Apr 17, 2024**
PR No. : **2024-01-00170**

Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Wednesday, April 24, 2024 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Jolina B. Vital

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	960	kit(s)	Expanded Newborn Screening kits			
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 Newborn Screening Kits to be used at the different Birthing Stations of the City Health Office for 2024 in the City of San Fernando, Pampanga

I. BACKGROUND

The City Government through the City Health Office is desirous that the Contractor executes provision of Newborn Screening Collection Kits and screening of blood samples collected by the five (5) Birthing Stations of City Government of San Fernando, Pampanga.

II. BUDGETARY REQUIREMENT

Provision of Supply and Delivery of Newborn Screening Kits to be used at the different Birthing Stations of the City Health Office for 2024 in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2024-1187 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of One million six hundred eighty thousand pesos. (P 1,680,000.00)

III. OBJECTIVES

The program aims to detect potentially fatal or disabling conditions in newborns as early as possible, often before the infant displays any signs or symptoms of a disease or condition. Such early detection allows treatment to begin immediately, which reduces or even eliminates the effects of the condition.

SCOPE/COVERAGE:

1. The Newborn Screening Center which provides newborn screening testing as well as newborn screening filter cards and recall/follow up services for those patients who are positively screened from the different disorders included in the Expanded Newborn Screening panel.
2. The City Government desires to purchase filter cards and blood samples be collected through a courier, after which results will be released by the provider done at our five (5) birthing stations namely:
3. The Birthing Station shall send blood samples through a courier which will be received by First Party and a series of test will be conducted by the Newborn Screening Center and a result shall be released after 3-10 working days to the sending facility.
4. Specimens are collected 24 hours after birth. A few drops of blood are taken from the baby's heel, placed on a filter paper and sent to Newborn Screening Center for testing.
5. Recall of test result shall be the responsibility of Newborn Screening Center to the Birthing Station as well as the referral of newborns with positive congenital anomaly blood samples to a licensed Pediatric Endocrinologist.

6. These terms of Reference cannot be extended nor renewed. Newborn Screening Center and City Government shall execute another Contract under new terms and rates 60 days prior to the expiration of this Contract. However, either party may terminate this Contract at any time by giving 30 days written notice providing a valid reason other than the agreed rate as per condition no.3 of this Contract.
7. Issues that may arise from this contract shall be discussed by the PARTIES as partners in environmental protection. Any suits that cannot be settled amicably shall be settled in the courts of law at the place where both parties are conducting business.
8. The Newborn Screening Center shall be the sole provider of expanded newborn screening filter cards and screening itself will be provided by them as well as the results.
9. This Terms of Reference shall take effect immediately upon signing hereof by the parties and shall be in force until *December 31, 2024*.
10. All other terms and conditions not otherwise herein provided for shall be governed by the pertinent laws of the Republic of the Philippines.

IV. TERMS AND CONDITIONS

1. Newborn Screening Center shall charge the Local Government Unit of City of San Fernando for each Expanded Newborn Screening Collection Kits with a standard fee of P1,750.00 per piece.
2. Newborn Screening Center shall issue a BIR registered billing invoice to the City Government. Said billing invoice must be settled right away after its issuance.
3. Failure of the City Government to settle its account with the FIRST PARTY gives the FIRST PARTY the right to terminate its service and overdue accounts shall be subject to an interest of two (2%) percent per month, as indicated in the Newborn screening Center Administrative Mechanics.
4. Newborn Screening Center, at the option of the City Government, will supply as many Expanded Newborn Screening Collection Kits it will require at P1, 750 per piece.

a. Specification / Schedule of Requirements:

- The expiration date of the filter cards requested should at least **THREE (3) YEARS** upon delivery and should be in good condition and packaging.

Quantity	Unit	Item Description/ Specification	Delivery Date	Location	NBS Code
208	Newborn babies	Expanded Newborn Screening kits	30 days upon issuance of NTP and PO	Sindalan Birthing Station	3569
129				RHU 5 (Northville) Birthing Station	4606
262				San Jose Birthing Station	1853
198				San Nicolas Birthing Station	5672
163				San Agustin Birthing Station	6213

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 30 days upon issuance of NTP and PO.
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 End- user shall inform the CGSO- PSMD of the delivery for the latter to conduct inspection prior to the acceptance of the former.
2. The supplier/ contractor through the end- user, shall provide the CGSO- PSMD with the proof of delivery and issue delivery receipt or Sales Invoice.

Such documents will be used in notifying the concerned offices on the transaction 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 items 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.*