



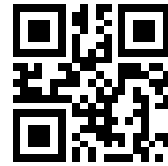
Republic of the Philippines  
Province of Pampanga

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 Basic Life Support Kit to be used by the CDRRMO-San Fernando Rescue Unit for 2024 in the City of San Fernando, Pampanga**  
Location of the Project : **City Mayor's Office - City Disaster Risk Reduction and Management Division**


Company Name \_\_\_\_\_ Date : **Apr 1, 2024**  
PR No. : **2024-03-00575**  
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, April 8, 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	2	pc(s)	Prestan Adult CPR Manikin with light indicator			
2	2	pc(s)	Prestan Child CPR Manikin with light indicator			
3	2	pc(s)	Prestan Infant CPR Manikin with light indicator			
4	5	pack(s)	Face Shield Lung Bag (Adult) 50/pack			
5	5	pack(s)	Face Shield Lung Bag (Child) 50/pack			
6	5	pack(s)	Face Shield Lung Bag (Infant) 50/pack			
7	2	set(s)	Prestan AED Trainer with pads			
8	3	pair(s)	Improvised Stretcher Pole (8 ft long and 3 inches circumference)			
9	5	pair(s)	AED Trainer pads			
10	6	pc(s)	Fleece Blanket			
<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 BASIC LIFE SUPPORT KIT TO BE USED BY THE CDRRMO-SAN FERNANDO RESCUE UNIT FOR 2024 IN THE CITY OF SAN FERNANDO, PAMPANGA

#### I.BACKGROUND

Basic life support (BLS) is a level of medical care which is used for patients with life-threatening illnesses or injuries until they can be given full medical care by advanced life support providers. These skills require the knowledge of CPR (cardiopulmonary resuscitation), AED (automated defibrillator) skills, and knowledge of relieving airway obstruction. It majorly involves initial assessment, maintenance of airway, rescue breathing/mouth to mouth ventilation/expired air ventilation and chest compressions.

Basic life support training provides the learner with skills on the performance of CPR, which is a critical life-saving technique both in and out of hospitals. Using this training kit, it provides the rescuer with confidence to save lives, it also provides the individual with skills and hands-on experience, providing sufficient knowledge and life-saving skills.

Consistent with the City Government's commitment to develop a disaster-resilient city, the City Disaster Risk Reduction and Management Office is at front in assisting the Community, Vulnerable Sectors, Private Organizations and LGU in developing their capabilities in Basic Life Support.

In line with this, the CDRRMO proposing this training kit in building capability of the first responders and the communities.

#### II.BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Basic Life Support Kit to be used by the CDRRMO-San Fernando Rescue Unit for 2024 in the City of San Fernando, Pampanga, is included in the PPMP, which is in the amount of TWOHUNDRED NINETY SEVEN THOUSAND SIXTY PESOS (P 297,060.00).

#### III.OBJECTIVES

- To equip the responders and the public with basic knowledge, skills and attitude to perform with confidence *basic life support* techniques to save lives through this training kit

#### 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	pc	Prestan Adult CPR Manikin with light indicator		

2	pc	Prestan Child CPR Manikin with light indicator	20 days from the receipt of P.O	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
2	pc	Prestan Infant CPR Manikin with light indicator		
5	Pack	Face Shield Lung Bag (Adult) 50/pack		
5	Pack	Face Shield Lung Bag (Child) 50/pack		
5	pack	Face Shield Lung Bag (Infant) 50/pack		
2	set	Prestan AED Trainer with pads		
3	pair	Improvised Stretcher Pole (8 ft long and 3 inches circumference)		
5	pair	AED Trainer pads		
6	pc	Fleece Blanket		

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 conformed by the supplier/ contractor.
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 to supply the requirements upon issuance of DOC.
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)/ Delivery Order Contract (DOC), No Delivery" Policy and comply with the delivery period.
2. The Delivery Period shall be from 20 days from the receipt of P.O.
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 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-PMD shall prepare the corresponding Inspection and Acceptance Report/s.

**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 basic life support kit 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 the month.
- 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:

  
**Raymond B. Del Rosario**  
 CDRRM Officer

CONFORME:
<hr style="border: 0; border-top: 1px solid black;"/> Signature over Printed Name
<hr style="border: 0; border-top: 1px solid black;"/> 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.