



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 Drugs and Medicines to be used for the Integrated Management of Childhood Illnesses Program of the City Health Office for 2024 in the City of San Fernando, Pampanga**

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

Company Name

Date : **Apr 4, 2024**

PR No. : **2024-04-00624**

Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Thursday, April 11, 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	900	btl(s)	Paracetamol 250mg/5ml 60ml syrup			
2	600	btl(s)	Paracetamol 100mg/ml 15ml drops			
3	900	btl(s)	Amoxicillin syrup 250mg/5ml 60ml suspension			
4	600	btl(s)	Amoxicillin drops 100mg/ml 10ml suspension			
5	300	btl(s)	Zinc 27.5 mg/ml (Equiv. To 10 Mg Elemental Zinc) 15 ml Oral Drops			
6	600	btl(s)	Zinc 55 mg/5 mL (Equiv. to 20 mg Elemental Zinc), 60 mL Syrup			
7	6000	sachet(s)	Oral Rehydration Salts (75 - Replacement) 20.5 g Oral Powder Sachet			
8	300	btl(s)	Ferrous Salt (equiv. to 15 mg elemental iron)/0.6 mL, 15 mL Oral Drops			
9	600	btl(s)	Ferrous Salt (equiv. to 30 mg elemental iron)/5 mL, 60 mL Syrup			
10	300	btl(s)	Cefuroxime 250mg/5ml, 50ml oral suspension			
11	300	btl(s)	Co -Amoxiclav (Amoxicillin + Clavulanic Acid) 400 mg + 57 mg/5 mL, 70 mL Oral Suspension			
12	120	btl(s)	Cotrimoxazole (Sulfamethoxazole) 400 mg + 80 mg/5 mL, 60 mL Oral Suspension			
13	120	btl(s)	Cloxacillin 250 mg/5 mL, 60 mL Oral Solution			
14	120	btl(s)	Cetirizine 1mg/ml, 30ml oral solution syrup			
15	120	btl(s)	Diphenhydramine 12.5 mg/5 mL, 60 mL Syrup			



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

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
16	600	btl(s)	Ascorbic Acid (Vitamin C) 100 mg/5 mL, 60 mL Syrup			
17	600	btl(s)	Ascorbic Acid (Vitamin C) 100 mg/mL, 15 mL Oral Drops			
18	600	btl(s)	Multivitamins per 1 mL, 15 mL Oral Drops			
19	600	btl(s)	Multivitamins per 5 mL, 60 mL Syrup			
20	300	tube(s)	Mupirocin 2%, 15 g Ointment			
21	120	btl(s)	Salbutamol 2 mg/5 mL, 60 mL Syrup			
22	600	pc(s)	Ipratropium + Salbutamol 500 mcg + 2.5 mg, 2.5 mL Respiratory Solution			
23	600	pc(s)	Salbutamol 1 mg/mL (unit dose), 2.5 mL Respiratory Solution Ampule			
24	300	tab(s)	Montelukast 10mg/tab			
25	300	sachet(s)	Montelukast 4mg/sachet			
26	300	tab(s)	Montelukast 5mg/chewable tablet			
27	300	box(s)	N-acetylcysteine 600mg effervescent tab 20's Lemon Flavor			
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 Drugs and Medicines to be used for the Integrated Management of Childhood Illnesses Program of the City Health Office for 2024 in the City of San Fernando, Pampanga

I. BACKGROUND

According to the World Health Organization (WHO), Integrated Management of Childhood Illness (IMCI) is a systematic approach to children's health which focuses on the whole child. This means focusing not only on curative care but also on the prevention of disease.

Philippines has one of the highest Infant Mortality Rate and Under Five Mortality Rate compared to neighboring countries in East Asia. One child dies for every 4.4 percent of deaths among all ages. Pneumonia, diarrhea, measles and malnutrition or combinations of these conditions are the most common causes of child deaths. Although these conditions are preventable, they continue to be the top health problems among children.

Annually, the city procures medicines, given to children diagnosed with childhood illnesses such as diarrhea, pneumonia and upper respiratory tract infections to prevent morbidity and mortality of the said childhood illnesses.

There are already existing Expanded Program on Immunization (EPI), Malnutrition Prevention and Control programs that are already in place to address these health problems. However, these are vertical programs that have its own set of operational guidelines at different stages of implementation.

II. BUDGETARY REQUIREMENT

The budgetary requirement for the **Supply and Delivery of Drugs and Medicines to be used for the Integrated Management of Childhood Illnesses Program of the City Health Office for 2024 in the City of San Fernando, Pampanga** is included in the PPMP with the **Ref. No. 2024-940** and is already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **FIVE HUNDRED EIGHTY FOUR THOUSAND NINE HUNDRED EIGHTY TWO PESOS (584,982.00)**.

III. OBJECTIVES

The objectives of the **Supply and Delivery of Drugs and Medicines to be used for the Integrated Management of Childhood Illnesses Program of the City Health Office for 2024 in the City of San Fernando, Pampanga** are as follows:

- Increase the procurement of medicine to sustain the annual requirements of Control of Acute Respiratory Infection (CARI) and Control of Diarrheal Diseases (CDD) based on the cases seen from the previous year.
- Contribute to the reduction of infant and child morbidity and mortality towards the attainment of the Sustainable Development Goal (SDG) No. 3- Good Health and Well Being, and SDG No. 6- Clean and Water Sanitation.
- To capacitate and equip healthcare workers in managing different childhood illness thru an orientation/re-orientation.

IV. COVERAGE/SERVICES

- According to the constituency perspective, the City Health Office strategic objective is to reduce infant and child morbidity and mortality among under 5 years old.

V. 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

- The expiration date of the drugs and medicines requested should at least **TWO (2) YEARS OF TWENTY-FOUR (24) MONTHS** upon delivery and should be in good condition and packaging.

DRUGS AND MEDICINES

Quantity	Unit	Item Description/ Specification	Delivery Date	Location
900	bottles	Paracetamol 250mg/5ml 60ml syrup	APRIL 2024	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
600	bottles	Paracetamol 100mg/ml 15ml drops		
900	bottles	Amoxicillin syrup 250mg/5ml 60ml suspension		
600	bottles	Amoxicillin drops 100mg/ml 10ml suspension		
300	bottles	Zinc 27.5 mg/ml (Equiv. To 10 Mg Elemental Zinc) 15 ml Oral Drops		
600	bottles	Zinc 55 mg/5 mL (Equiv. to 20 mg Elemental Zinc), 60 mL Syrup		
6,000	sachet	Oral Rehydration Salts (75 - Replacement) 20.5 g Oral Powder Sachet		
300	bottles	Ferrous Salt (equiv. to 15 mg elemental iron)/0.6 mL, 15 mL Oral Drops		
600	bottles	Ferrous Salt (equiv. to 30 mg elemental iron)/5 mL, 60 mL Syrup		
300	bottles	Cefuroxime 250mg/5ml, 50ml oral suspension		
300	bottles	Co -Amoxiclav (Amoxicillin + Clavulanic Acid) 400 mg + 57 mg/5 mL, 70 mL Oral Suspension		
120	bottles	Cotrimoxazole (Sulfamethoxazole) 400 mg + 80 mg/5 mL, 60 mL Oral Suspension		
120	bottles	Cloxacillin 250 mg/5 mL, 60 mL Oral Solution		
120	bottles	Cetirizine 1mg/ml, 30ml oral solution syrup		
120	bottles	Diphenhydramine 12.5 mg/5 mL, 60 mL Syrup		
600	bottles	Ascorbic Acid (Vitamin C) 100 mg/5 mL, 60 mL Syrup		

600	bottles	Ascorbic Acid (Vitamin C) 100 mg/mL, 15 mL Oral Drops		
600	bottles	Multivitamins per 1 mL, 15 mL Oral Drops		
600	bottles	Multivitamins per 5 mL, 60 mL Syrup		
300	tube	Mupirocin 2%, 15 g Ointment		
120	bottles	Salbutamol 2 mg/5 mL, 60 mL Syrup		
600	Pieces	Ipratropium + Salbutamol 500 mcg + 2.5 mg, 2.5 mL Respiratory Solution		
600	Pieces	Salbutamol 1 mg/mL (unit dose), 2.5 mL Respiratory Solution Ampule		
300	Tabs	Montelukast 10mg/tab		
300	Tabs	Montelukast 4mg/sachet		
300	Tabs	Montelukast 5mg/chewable tablet		
300	box	N-acetylcysteine 600mg effervescent tab 20's Lemon Flavor		

b. Procurement Process

- For the End- user, ensure the completion of the documents in order to proceed with the procurement process.
- 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.
- If the procurement process reaches the ensuing year, observe that the allowed delivery is only up to what is stipulated in the contract.
- 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).
- Ensure that there are readily- available supplies upon submission of Request for Quotation (RFQ)/ Bid since delivery is anticipated upon issuance of PO/ Contract.
- 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

- Strictly observe the "No Purchase Order (PO)/ Contracts, No Delivery" Policy and comply with the delivery period.
- The Delivery Period shall be on **APRIL 2024**.
- During the delivery, strictly follow the provisions enumerated in the Terms and Condition of the PO/ Contract including the Delivery Schedule, Penalty, among others.
- 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.

- Coordination with the supplier/ contractor shall be the function of the CGSO- PMD as its mandate.
- 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.

VI. DELIVERABLES BY THE SUPPLIER/ CONTRACTOR AND THE CITY GOVERNMENT

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

- a. Provide the quantity of drugs and medicines 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:


IRIS ROSE M. MUÑOZ, MD
Child Health Program Manager

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*