



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, Delivery and Installation of Signages to be used for the Birthing Station Program 2024 of the City Health Office in the City of San Fernando, Pampanga**

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

Company Name

Address

Date : **Apr 8, 2024**

PR No. : **2024-04-00635**

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 15, 2024 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by: _____ Approved by: _____

Camille C. Mendiola

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 | 6 | pc(s) | Philhealth Signages Size: 5ft (width) x 2ft (height) Thickness: 6 inches Color: Pantone 604C (yellow) Material: Panaflex Process: Photographic Printing Mounting Options: Wall Mounted/Hanging/Floor Mounted Lighting: Lighted (using LED or Fluorescent) | | | |

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, Delivery and Installation of Signages to be used for the Birthing Station Program 2024 of the City Health Office in the City of San Fernando, Pampanga

I. BUDGETARY REQUIREMENT

Supply, Delivery and Installation of Signages to be used for the Birthing Station Program 2024 of the City Health Office in the City of San Fernando, Pampanga is included in the **PPMP with Ref. No. 2024-2091** and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **ONE HUNDRED TWENTY THOUSAND PESOS (P 120,000.00)**

II. OBJECTIVES

Availability of seven signal functions was measured based on the provision of 'parental administration of antibiotic', 'parental administration of oxytocic', 'parental administration of anticonvulsants', 'assisted vaginal delivery', 'manual removal of placenta', 'manual removal of retained products of conception' and 'neonatal resuscitation'. Readiness was a composite variable measured based on the availability of supportive items categorized into three domains: staff training, diagnostic equipment and basic medicines.

IV. TERMS AND CONDITION

a. Specification / Schedule of Requirements

| QUANTITY | UNIT | ITEM DESCRIPTION/SPECIFICATION | DELIVERY DATE | LOCATION |
|----------|------|--|---------------|---|
| 6 | pcs | Philhealth Signages Size: 5ft (width) x 2ft (height) Thickness: 6 inches Color: Pantone 604C (yellow) Material: Panaflex Process: Photographic Printing Mounting Options: Wall Mounted/Hanging/Floor Mounted Lighting: Lighted (using LED or Fluorescent) | MAY 2024 | Birthing Station 1 to 6 -San Jose -Sindalan -San Nicolas -San Agustin -Northville -San Isidro |

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 on **May 2024**
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.

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 installation and issue delivery receipt or Sales Invoice.

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 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.