



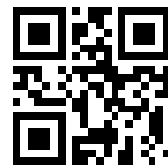
Republic of the Philippines
Province of Pampanga

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 First Aid Kits to be given to the participants during the Child Injury Prevention Program of the City Health Office for 2024 in the City of San Fernando, Pampanga**

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

		Date : Apr 30, 2024
Company Name		PR No. : 2024-04-00781
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, May 6, 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	100	pack(s)	First Aid Kit: Inclusion: -1 pack cotton ball 50 pcs -3 pcs sterile gauze pads 4x4 12ply -1 roll surgical tape 1 inch x 10 yards -1 pc elastic bandage 2 inches x 5 yards -12 pcs anti septic plastic strip -1 povidone iodine 60ml -1 70% isopropyl alcohol 250ml -1 reusable ice bag 6" 1-Double layer health medicine first aid kit			
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 FIRST AID KITS TO BE GIVEN TO THE PARTICIPANTS DURING THE CHILD INJURY PREVENTION PROGRAM OF THE CITY HEALTH OFFICE FOR 2024 IN THE CITY OF SAN FERNANDO, PAMPANGA

I. BACKGROUND

According to the Centers for Disease Control and Prevention, Injuries are the leading cause of death among children ages 19 and younger. This is further supported by the WHO wherein more than 2,000 children and teenagers die due to injury which could have been prevented.

The Child Injury Prevention (CIP) Program of the Department of Health is focused in improving information dissemination and instilling awareness on child injury.

The City of San Fernando thru its City Health Office aims to recognize one of the basic Right of Children, which is ensuring their safety in both public and private places. Uplifting the children's welfare through child injury prevention to avoid lifetime morbidity or even death associated with failure in safety measures especially in schools and in the households within the city is an important responsibility we as public healthcare worker should take into consideration.

II. BUDGETARY REQUIREMENT

The budgetary requirement for the **SUPPLY AND DELIVERY OF FIRST AID KITS TO BE GIVEN TO THE PARTICIPANTS DURING THE CHILD INJURY PREVENTION PROGRAM** of the City Health Office for 2024 in the City of San Fernando, Pampanga is included in the PPMP with the **Ref. No. 2024-921** and is already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **SEVENTY FIVE THOUSAND PESOS (75,000.00)**.

III. OBJECTIVES

The objectives of the **SUPPLY AND DELIVERY OF FIRST AID KITS TO BE GIVEN TO THE PARTICIPANTS DURING THE CHILD INJURY PREVENTION PROGRAM** are as follows:

- To reduce the incidence of morbidity and mortality on child related injury secondary to road and household accidents.
- Recognize child safe environment based on the child injury prevention checklist.
- Identify possible dangers in the school, community and home based on the child injury prevention tools.
- Provide early intervention using the First Aid Kits for minor injuries.

IV. COVERAGE/SERVICES

The City Health Office continues to provide awareness to hazardous environment for children for child injury prevention. Through the conduct of Child safe environment Lecture and First Aid Training, parents or guardians as well as the ECCD workers will be more aware on the imminent harm the current hazardous environment their child is exposed to. With that, proper and timely prevention and intervention for these injuries are necessary to prevent morbidity or even mortality.

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 items requested should be complete upon delivery and should be in good condition and packaging.

Supplies

Quantity	Unit	Item Description/ Specification	Delivery Date	Location
100	pcs	<p style="text-align: center;">First Aid Kits</p> <p>Inclusions: 1 pack-cotton balls 50's, 5pcs-sterile gauze pads 4x4 12ply, 1 roll-surgical tape 1-inch x 10 yards, 1pc-elastic bandage 2inches x 5 yards, 12pcs-antiseptic plastic strip, 1-Povidone Iodine 60ml, 1-70% Isopropyl Alcohol 250ml, 1-60ml Hydrogen Peroxide 3%, 1-Reusable Ice bag 6", Double layer health medicine first aid kit</p>	June 2024	Central Storage, New Public Market, Brgy. Del Pilar, CSFP

- 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 June 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 medical supplies 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 items 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

<p>CONFORME:</p> <hr style="width: 80%; margin: 0 auto;"/> <p>Signature over printed name</p> <p>Date</p>

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