



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 Assistive Devices to be given to various PWDs in the City of San Fernando, Pampanga for 2024**
Location of the Project : **City Social Welfare and Development Office**

Company Name

Date : **May 8, 2024**

PR No. : **2024-05-00822**

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

Canvassed by:

Approved by:

Lorraine Kate M. Escoto

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	28	pc(s)	Wheelchairs for Adults Steel wheelchairs 18" seat width Fixed Arm rest/foot rest PVC leather upholstery Steel Frame with Chrome finish 8" front castor and 24" rear mag wheel with solid tire			
2	20	pc(s)	Wheelchair for Children - Fordable lightweight frame aluminium frame - Fixed armrest & flip-up footrest - Foldable backrest for easy storage - Comes with united handbrakes - Solid front castor: 15cm - Solid back castor: 30cm - Nylon seat - Weight: 8kg - Max load: 100kg - Color: Blue Paint			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
3	21	pc(s)	Bed Foam with bedsheets for bedridden 48 x 75 Twin Double Size/3 inches, 4 inches thickness			
4	16	pc(s)	Nebulizer Machine -small compact design -low sound -small particle size for easy absorption -one button operation for early use Portable -Lightweight -Easy to Carry Reliable -Effective Medication Delivery			
5	15	pc(s)	Quad Cane (Small Base) 4 point base provides additional support and stability -Aluminium tubing is durable and strong -Soft and comfortable plastic handgrip -Durable rubber tips to avoid slipping -Comes standard with wrist strap -Secured with a locking ring for added safety -Easy push button height adjustment in 1” increments			
6	10	pc(s)	Crutches Aluminium Adult -Height adjustable sticker indication -Quick adjustment to widely range Patient's height -Superior quality lightweight anodized Aluminium - Size: 62 inches ~ 70 inches -Easy handling - Long lasting -Comfortable - Anti-slip rubber plug - Aluminium lightweight -Odorless handles			
7	11	pc(s)	Walker (Folding Adult) -Anodized aluminium structure ensures maximum			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			safety and strength while remaining lightweight. -Two button push release is easy to extend/fold. -Slip resistant rubber tips in the back with 5 inch wheels in the front provide maximum comfort while in use. -Width 44cm height adjusts from 32 inch to 39 inch increment to accommodate users with different needs. -Design with soft and comfortable handles.			
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 ASSISTIVE DEVICES TO BE GIVEN TO VARIOUS PWDs IN THE CITY OF SAN FERNANDO, PAMPANGA FOR 2024

I.BACKGROUND

Republic Act No. 7277 – An Act Providing for the Rehabilitation, Self-Development and Self-Reliance of Disabled Person and their Integration into the Mainstream of Society and for **"Magna Carta for Disabled Persons."** PWDs are part of the Philippines society and the State shall give full support to the improvement of the total well-being of PWDs and their integration into the mainstream of society. The State shall adopt policies ensuring the rehabilitation, self-development and self-reliance of PWDs and shall help them develop their skills and potentials to enable them to compete favorably for available opportunities.

The human rights model was engineered by the United Nations specifically to ease disability-related challenges. In principle, the human rights model views disability as a state that demands social protection, ensuring equal treatment, freedom, rights, respect of all PWDs with absolute dignity.

With this, the City of San Fernando has been formulating programs and services to address the medical and physical needs of PWDs. Assistance to Physical Restoration Services is a serve designed to help PWDs who lacks financial resources to attain maximum improvements of their physical residual capacities to facilitate integration to family and community life.

II.BUDGETARY REQUIREMENT

The supply and delivery of assistive devices to be given to various PWDs in the City of San Fernando, Pampanga for 2024 is included in the PPMP with Ref. No. 2024-1951 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **FOUR HUNDRED EIGHTY-FOUR THOUSAND FIVE HUNDRED PESOS (Php 484,500.00).**

III.OBJECTIVES

The general objective of the project is to provide assistive devices to indigent qualified PWDs that may help with their mobility and other physical or medical conditions.

IV.TERMS AND CONDITIONS

During the procurement process and delivery/ implementation of the contract thru ordering agreement schedule, the end- user and the supplier/ contractor shall:

a. Specifications/ Schedule of Requirements

Qty.	Unit	Item Specifications	Description/	Delivery Date	Location
28	Pc(s)	Wheelchairs for Adult		20 DAYS after the issuance of NOTICE TO PROCEED.	CGSO, Central Storage
20	Pc(s)	Wheelchairs for Children			
16	Pc(s)	Nebulizers			
21	Pc(s)	Bed Foam with bedsheets for bedridden (48 x 75 Twin/Double Size /3 inches, 4 inches thickness)			
15	Pc(s)	Canes			
10	Pc(s)	Crutches			
11	Pc(s)	Walkers			

b. Procurement Process

1. For the End- user, ensure the completion of the documents in order to proceed with the 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 transaction 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. 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 after the issuance of Notice to Proceed.
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 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.

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 the assistive devices 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:

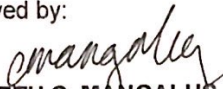
- a. On- time payment of the supplier/ contractor i.e., 15 days after the delivery.
- b. End- user shall monitor the delivery.
- c. The Procurement Officer shall assist in the monitoring and on- time payment of the supplier/ contractor.

- 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:


NIKKEY D. CARREON, RSW
Administrative Aide VI

Approved by:


CANNETH C. MANGALUS
Acting CSWD Officer/End-User

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.*