



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 Emergency and Hygiene Kits to be used for the Community Flood Drill 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 : <b>May 13, 2024</b>
Address	PR No. : <b>2024-05-00831</b>

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 20, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga.**

Canvassed by: **Camille C. Mendiola** Approved by:   
**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	pc(s)	<p>Emergency Kit Pouch: Hard case with CSFP and CDRRMC logo preferably red in color; 4 inches x 5 inches in Diameter</p> <p>INCLUSIONS: 1 pc 130X210cm Silver Emergency Blanket 1 pc 100g Instant Ice Pack 1 pc 7.5X4.5cm Confirming bandage 10 pcs 12X20cm cleansing wipe pad 10 pcs 5X5cm Alcohol pad 1 pc 5X8cm Stainless Steel Saber Card 5 pkts 7.5X7.5cm Sterile Gauze Pad 1 pc Triangular bandage 40X40X56in preferably white with CSFP logo 10 pcs 7.2 X1.9 cm Band-aids 1 pc 10X5X2.5 cm Hand Pressing Flashlight 1 roll 46cm Tourniquet 1 pc 11cm Stainless Steel Tweezers 1 pc Aluminum Alloy Whistle 1 roll 1.25X450 cm First Aid Tape Roll 10 pcs 2# safety pin</p>			



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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
			1 pc 9cm stainless Steel Scissors 2 pairs Clean Gloves 2 pcs. ½ inch micropore 5 pcs. Povidone Iodine Pads			
2	100	pc(s)	Hygiene Kit 5 Toothbrush - Medium bristles w/ cap 1 Toothpaste - 50ml 2 Soap - 60g Alcohol - 100ml Facemask - 3 ply Shampoo - 15ml sachet Tissue roll - 3 ply Comb - plastic			
<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 EMERGENCY AND HYGIENE KITS TO BE USED FOR THE COMMUNITY FLOOD DRILL 2024 IN THE CITY OF SAN FERNANDO, PAMPANGA

#### I.BACKGROUND

The City Disaster Risk Reduction and Management Office-City Government of City of San Fernando Pampanga, in its mandate is to enhance and to capacitate its constituent / community. Performing community flood drill on a regular basis will familiarize and enable the BDRRMC's and the entire community to practice their specific roles during emergencies. It will measure the effectiveness of the various parts of the Contingency Plan, in the process identify problems that maybe encountered and the possible steps to resolve them. And it will also improve parts of the Contingency Plan to make it effective by adjusting it to actual conditions and the capacity of the Community.

RA 10121 also recognizes local risk patterns and trends and decentralization of resources and responsibilities and thus encourages the participation of NGOs, private sectors, community-based organizations, and community members in disaster management. It inhibits the full participation of the Local Government Units (LGUs) and communities in governance. The approach tends to be "response-oriented" or "reactive." This is evidenced by the widespread emphasis on post-disaster relief and short-term preparedness, such as forecasting and evacuation, rather than on mitigation and post-disaster support for economic recovery.

The Act mandates the establishment of a Disaster Risk Reduction and Management Office (DRRMO) in every province, city, and municipality, and a Barangay Disaster Risk Reduction and Management Committee (BDRRMC) in every barangay.

#### II.BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Emergency and Hygiene Kits to be used for the Community Flood Drill 2024 in the City of San Fernando, Pampanga, is included in the PPMP in the amount of **ONE HUNDRED TWENTY THOUSAND PESOS (P 120,000.00)**

#### III.OBJECTIVES

1. To enhance and capacitate the Community on how to respond in times of emergencies and /or disaster by facilitating community flood drills along its low-laying areas.

#### 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
100	pcs	Emergency Kit Pouch: Hard case with CSFP and CDRRMC logo preferably red in color; 4 inches x 5 inches in Diameter  INCLUSIONS: 1 pc 130X210cm Silver Emergency Blanket 1 pc 100g Instant Ice Pack	June-October 2024	Central Storage, New Public Market, Del Pilar, CSFP

		<p>1 pc 7.5X4.5cm Confirming bandage</p> <p>10 pcs 12X20cm cleansing wipe pad</p> <p>10 pcs 5X5cm Alcohol pad</p> <p>1 pc 5X8cm Stainless Steel Saber Card</p> <p>5 pkts 7.5X7.5cm Sterile Gauze Pad</p> <p>1 pc Triangular bandage 40X40X56in preferably white with CSFP logo</p> <p>10 pcs 7.2 X1.9 cm Band-aids</p> <p>1 pc 10X5X2.5 cm Hand Pressing Flashlight</p> <p>1 roll 46cm Tourniquet</p> <p>1 pc 11cm Stainless Steel Tweezers</p> <p>1 pc Aluminum Alloy Whistle</p> <p>1 roll 1.25X450 cm First Aid Tape Roll</p> <p>10 pcs 2# safety pin</p> <p>1 pc 9cm stainless Steel Scissors</p> <p>2 pairs Clean Gloves</p> <p>2 pcs. ½ inch micropore</p> <p>5 pcs. Povidone Iodine Pads</p>		
100	pcs	<p>Hygiene Kit</p> <p>5 Toothbrush - Medium bristles w/ cap 1</p> <p>Toothpaste - 50ml</p> <p>2 Soap - 60g</p> <p>Alcohol - 100ml</p> <p>Facemask - 3 ply</p> <p>Shampoo - 15ml sachet</p> <p>Tissue roll - 3 ply</p> <p>Comb - plastic</p>		

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. Ensure to supply the requirements upon issuance of DOC.
  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 June-October 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.
  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. 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 emergency and hygiene kits 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**  
LDRRMO IV

CONFORME:
<hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> Signature over Printed Name
<hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> 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.