



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/Medical Kits to be used for the ACDVs and BDRRMC Rescue Olympics inline with the National Disaster Resilience Month 2024 in the City of San Fernando, Pampanga**

Location of the Project : **City Mayor's Office - City Disaster Risk Reduction and Management Division**

|         |          |                      |
|---------|----------|----------------------|
|         | Date :   | <b>May 28, 2024</b>  |
|         | PR No. : | <b>2024-05-00934</b> |
| Address |          |                      |

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, June 4, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by: Approved by:

Monalyn M. Aquino Engr. Michael N. Quizon, Jr.  
 Administrative Aide VI (Buyer II) 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 |
|---|-----|-------|---|---------|------------|-------|
| <b>Emergency/Medical Kits - For Champion, 1st and 2nd Runner-up</b> |     |       |   |         |            |       |
| 1   | 3   | pc(s) | Trauma Bag<br>Color: Red<br>Size: 14in.Length x 12in.Width x 8in.Height<br><br>Inclusions:<br>Micropore, 1 inch, 12 pcs/ box - 1 box<br>Band Aid with Antiseptic 50's - 1 box<br>IVF Solution 0.9 NaCl 500 ml - 2 bottles<br>Retractable Tourniquet - 1 pc<br>EMT's Shear - 1 pc<br>Lubricating gel 150g - 1 pc<br>Povidone Iodine 60ml - 5 pcs<br>Elastic Roller Bandage, Size 2" - 5 rolls<br>Elastic Roller Bandage, Size 4" - 5 rolls<br>Elastic Roller Bandage, Size 6" - 5 rolls<br>Pulse Oximeter - 1 pc<br>Aneroid Sphygmomanometer and Blood Pressure Cuff for Adult, Size 11 - 1 unit<br>Stethoscope - 1 unit |         |            |       |



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| <b>Item No.</b>      | <b>Qty</b> | <b>Unit</b> | <b>Item Description</b>  | <b>Remarks</b> | <b>Unit Price</b> | <b>Total</b> |
|----------------------|------------|-------------|--|----------------|-------------------|--------------|
|                      |            |             | Fleece Blanket - 1 sheet<br>Thermal Blanket - 2 pcs<br>Ethyl Alcohol 70%, 500 ml - 2 bottles<br>Face Mask 3 ply - 1 box<br>Surgical Gloves - Medium - 1 box<br>Malleable Splint / Mouldable Splint - 3 pcs<br>Sterile Gauze, 5 Swabs - 1 box<br>Sterile Gauze, 1 Swab - 1 box<br>Triangular Bandage, 40x40x56, Orange with City<br>Printed Logo - 5 pcs<br>Maternity Pad Packs 8's - 1 pack<br>Penlight - 1 pc<br>Burn Ointment 20g - 1 pc<br>Flashlight - 1 set<br>Cotton Applicator - 1 pack<br>Cotton Balls 300's - 1 pack<br>Thermal Gun - 1 unit<br>Hot and Cold Pack 350g - 1 pack |                |                   |              |
| <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/MEDICAL KITS TO BE USED FOR THE ACDVS AND BDRRMC RESCUE OLYMPICS INLINE WITH THE NATIONAL DISASTER RESILIENCE MONTH 2024 IN THE CITY OF SAN FERNANDO, PAMPANGA.**

#### **I.BACKGROUND**

As we continue to recognize the important role of volunteers in realizing a disaster-resilient city, the City Government, through the City Disaster Risk Reduction and Management Office (CDRRMO), will be holding a capability assessment which shall be participated by the CDRRMO's ACDVs and BDRRMCs.

In previous years, the office successfully conducted the same activity among the BDRRMCs and School DRRM within the city. This year's categories that shall take place are the following: Bandaging Relay, Lifting and Moving Relay, Basic Life Support, and Basic Knot Tying.

The office proposes this type of activity to intensify the strong partnership between the LGU and the accredited community disaster volunteers. Further, this will also serve as a capability assessment of the participants' previously attended rescue training provided by the San Fernando Rescue Unit.

#### **II.BUDGETARY REQUIREMENT**

The Budgetary Requirement for the Supply and Delivery of Emergency/Medical Kits to be used for the ACDVs and BDRRMC Rescue Olympics Inline with the National Disaster Resilience Month 2024 in the City of San Fernando, Pampanga, is included in the PPMP in the amount of FIFTY FIVE THOUSAND ONE HUNDRED TEN PESOS (P 55,110.00).

#### **III.OBJECTIVES**

- To promote situational awareness and execute appropriate rescue techniques/skills needed during an unforeseen event
- To supply and deliver the meals for the participants during the training
- To effectively and efficiently conduct the activity/program

#### **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

| <b>QTY</b> | <b>UNIT OF ISSUE</b> | <b>ITEM DESCRIPTION</b>  | <b>Delivery Date</b> | <b>Location</b>  |
|------------|----------------------|--|----------------------|--|
| 3          | pcs                  | Emergency/Medical Kits<br>- For Champion, 1st and 2nd Runner-up<br><br>Trauma Bag<br>Color: Red<br>Size: 14in.Length x 12in.Width x 8in.Height<br><br>Inclusions:<br>Micropore, 1 inch, 12 pcs/ box - 1 box<br>Band Aid with Antiseptic 50's - 1 box<br>IVF Solution 0.9 NaCl 500 ml - 2 bottles | July 2024            | Central Storage,<br>New Public Market, Del Pilar, CSFP |

|  |  |  |  |  |
|--|--|--|--|--|
|  |  | Retractable Tourniquet - 1 pc<br>EMT's Shear - 1 pc<br>Lubricating gel 150g - 1 pc<br>Povidone Iodine 60ml - 5 pcs<br>Elastic Roller Bandage, Size 2" - 5 rolls<br>Elastic Roller Bandage, Size 4" - 5 rolls<br>Elastic Roller Bandage, Size 6" - 5 rolls<br>Pulse Oximeter - 1 pc<br>Aneroid<br>Sphygmomanometer and Blood Pressure Cuff for Adult, Size 11 - 1 unit<br>Stethoscope - 1 unit<br>Fleece Blanket - 1 sheet<br>Thermal Blanket - 2 pcs<br>Ethyl Alcohol 70%, 500 ml - 2 bottles<br>Face Mask 3 ply - 1 box<br>Surgical Gloves Medium - 1 box<br>Malleable Splint / Mouldable Splint - 3 pcs<br>Sterile Gauze, 5 Swabs - 1 box<br>Sterile Gauze, 1 Swab - 1 box<br>Triangular Bandage, 40x40x56, Orange with City Printed Logo - 5 pcs<br>Maternity Pad Packs 8's - 1 pack<br>Penlight - 1 pc<br>Burn Ointment 20g - 1 pc<br>Flashlight - 1 set<br>Cotton Applicator - 1 pack<br>Cotton Balls 300's - 1 pack<br>Thermal Gun - 1 unit<br>Hot and Cold Pack 350g - 1 pack |  |  |
|--|--|--|--|--|

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 July 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. 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 medical kit required by the project/ program; and
- b. Strictly follow the specifications, menu 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:                            |
| _____<br>Signature over Printed Name |
| _____<br>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.