



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 : **Printing and Delivery of Prescription Pads to be used by Rural Health Physicians at the City Health Office for 2024 in the City of San Fernando, Pampanga**  
Location of the Project : **City Health Office**

Company Name \_\_\_\_\_ Date : **Aug 7, 2024**  
PR No. : **2024-08-01502**  
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, August 14, 2024 10:00 AM** at **CGSO Bldg., City Civic Center, Alasas, 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	60	pad(s)	Prescription Pad (8.5L x 5.5W) Dr. Sonny G. Branzuela			
2	60	pad(s)	Prescription Pad (8.5L x 5.5W) Dr. Krisette Arah F. David			
3	60	pad(s)	Prescription Pad (8.5L x 5.5W) Dr. Jaira P. Natividad			
4	60	pad(s)	Prescription Pad (8.5L x 5.5W) Dr. Emerito D. Mercado			
5	60	pad(s)	Prescription Pad (8.5L x 5.5W) Dr. Iris Rose M. Muñoz			
6	60	pad(s)	Prescription Pad (8.5L x 5.5W) Dr. Camir Dianne R. Ayson			
7	60	pad(s)	Prescription Pad (8.5L x 5.5W) Dr. Edzel M. Magtoto			
8	60	pad(s)	Prescription Pad (8.5L x 5.5W) Dr. Rachelle A. Lacson			
<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

### **Printing and Delivery of Prescription Pads to be used by Rural Health Physicians at the City Health Office for 2024 in the City of San Fernando, Pampanga**

#### **I.BACKGROUND**

Pursuant to R.A. No. 7160 otherwise known as the Local Government Code of 1991 Particularly Section 444(b)(1) provides that the Chief Executive shall exercise general supervision and control over all programs, projects, services, and activities of the local government.

In the City Government of San Fernando, Pampanga, the various offices of the City Government of San Fernando are mandated by law to carry out functions relative to the management of procurement, properties, supply, records, security, resource conservation, maintenance of facilities and assets, and other support services.

Meanwhile, these offices, shall carry out functions as mandated by law such as to establish and execute internal controls over the department's operational procedures, ensure compliance on standards and procedures prescribed by governing laws, COA Resolutions, DBM Circulars and other policies, prepare administrative related reports and documents in compliance with or as required by other departments/ offices, among others, hence, is proposing for the Printing and Delivery of Prescription Pads to be used by Rural Health Physicians at the City Health Office in the City of San Fernando, Pampanga for the production of prescription pads being used for its daily operation.

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

The budgetary requirement for the **Printing and Delivery of Prescription Pads to be used by Rural Health Physicians at the City Health Office for 2024 in the City of San Fernando, Pampanga** is included in the **PPMP with the Ref. No. 2024-2627** and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **ONE HUNDRED SIXTY-EIGHT THOUSAND PESOS (P 168,000.00)**.

#### **III.OBJECTIVES**

The objectives of the **Printing and Delivery of Prescription Pads to be used by Rural Health Physicians at the City Health Office for 2024 in the City of San Fernando, Pampanga** are as follows:

1. To ensure availability of prescription pads for our daily check-ups; and
2. To ensure daily prescription of check-ups through availability of prescription pads.

#### **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</b>	<b>Item Description/ Specifications</b>	<b>Delivery Date</b>	<b>Location</b>
60	Pad(s)	Prescription Pad (8.5L x 5.5W) Dr. Sonny G. Branzuela	Twenty (20) days upon issuance of Purchase Order / Notice to Proceed	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
60	Pad(s)	Prescription Pad (8.5L x 5.5W) Dr. Jaira P. Natividad		
60	Pad(s)	Prescription Pad (8.5L x 5.5W) Dr. Emerito D. Mercado		
60	Pad(s)	Prescription Pad (8.5L x 5.5W) Dr. Iris Rose M. Muñoz		
60	Pad(s)	Prescription Pad (8.5L x 5.5W) Dr. Krisette Arah F. David		
60	Pad(s)	Prescription Pad (8.5L x 5.5W) Dr. Camir Dianne R. Ayson		
60	Pad(s)	Prescription Pad (8.5L x 5.5W) Dr. Edzel M. Magtoto		
60	Pad(s)	Prescription Pad (8.5L x 5.5W) Dr. Rachelle A. Lacson		

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 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. Ensure to supply the requirements upon issuance of DOC.
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)/ Delivery Order Contract (DOC), No Delivery” Policy and comply with the delivery period.
2. The Delivery Period shall be from Twenty (20) days upon issuance of Purchase Order / 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 prescription pads 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:



**HOMER S. CRUZ**  
Procurement Officer/ End- user

Approved by:

  
**ROWENA L. SALAS, MD**  
City Health Officer 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.*