



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 Medical Supplies to be used by the Health Emergency Management Staff (HEMS - SB) Unit of the City Health Office for 2024 in the City of San Fernando, Pampanga**

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

Company Name _____ Date : **Aug 21, 2024**

PR No. : **2024-08-01576**

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 28, 2024 10:00 AM** at **CGSO Bldg., City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Janelle D.A. Tungcab

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	80	box(s)	4x4' Sterile Gauze Pads 100's/box			
2	3	pc(s)	Ambu Bag Manual Resuscitator Combination (2 Mask) Adult/Pedia Ambu bag Adult 1 pc. Ambu bag Mask Pedia 1 pc. Ambu bag Mask Adult 1 pc. Tubing 1 pc. Guedel Airway 1 pc. Reservoir Bag			
3	3	pc(s)	Ambu Bag Manual Resuscitator Combination (2 Mask) Pedia/Infant 1 pc. Ambu bag Mask Infant 1 pc. Ambu bag Mask Pedia 1 pc. Tubing 1 pc. Guedel Airway #1 1 pc. Guedel Airway #2 1 pc. Guedel Airway #3 1 pc. Reservoir Bag			
4	10	unit(s)	BP set Manual, (Stethoscope and Aneroid)			
5	3	unit(s)	Cervical Collar, Adult			
6	200	pc(s)	Elastic Bandage 2"			
7	200	pc(s)	Elastic Bandage 4"			
8	200	pc(s)	Elastic Bandage 6"			
9	100	box(s)	Facemask disposable 3-ply 50/box			
10	210	box(s)	Nitrile gloves, Large size, 100's			
11	50	box(s)	Nitrile gloves, Medium size, 100's			
12	10	box(s)	Lancet 100's/box			



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

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
13	20	pc(s)	Oxygen regulator with humidifier (set)			
14	10	tank(s)	Oxygen Tank 5 lbs			
15	300	pc(s)	Povidone Iodine 60ml bottle			
16	100	pc(s)	Sharp Disposable Containers 3L			
17	20	unit(s)	Pulse Oximeter			
18	200	pc(s)	Triangular Bandage Cloth White			
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

MEDICAL SUPPLIES TERMS OF REFERENCE

Supply and Delivery of Medical Supplies to be used for the Health Emergency Management Staff (HEMS-SB) Unit of the City Health Office for 2024 in the City of San Fernando, Pampanga

I. BACKGROUND

Medical supplies are medical or surgical items that are consumable, expandable, disposable or non-durable and that are used for the treatment or diagnosis of a patient's specific illness, injury or condition.

Access to good quality, affordable, and appropriate health products is indispensable to advance universal health coverage, address health emergencies, and promote healthier populations.

Medical devices are used in many diverse settings, for example, by laypersons at home, by paramedical staff and clinicians in remote clinics, by opticians and dentists and by health-care professionals in advanced medical facilities, for prevention and screening and in palliative care. Such health technologies are used to diagnose illness, to monitor treatments, to assist disabled people and to intervene and treat illnesses, both acute and chronic.

II. BUDGETARY REQUIREMENT

The budgetary requirement for the Supply and Delivery of Medical Supplies to be used for the Health Emergency Management Staff (HEMS-SB) Unit of the City Health Office for 2024 in the City of San Fernando, Pampanga is included in the **PPMP with the Ref. No. 2024-2803** and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **TWO HUNDRED SEVENTY-FOUR THOUSAND THREE HUNDRED TEN PESOS (P 274,310.00)**.

III. OBJECTIVES

The objectives of the Supply and Delivery of Medical Supplies to be used for the Health Emergency Management Staff (HEMS-SB) Unit of the City Health Office for 2024 in the City of San Fernando, Pampanga are as follows:

1. To provide first aid during emergency response.
2. To protect the healthcare workers from any diseases.

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

The expiration date of the supplies requested should be at least **TWO (2) YEARS OR TWENTY FOUR (24) MONTHS** upon delivery and should be in good condition and packaging. In case the expiration date of the supply does not meet the requirement needed, the supplier should replace the supply at least 3 months before its expiration date.

ITEM NO.	QTY	UNIT	ITEM DESCRIPTION / SPECIFICATIONS	DELIVERY DATE	LOCATION
1	80	Boxes	4x4' Sterile Gauze Pads 100's/box	20 days upon issuance of NTP and PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
2	3	pcs	Ambu Bag Manual Resuscitator Combination (2 Mask) Adult/Pedia Ambu bag Adult 1 pc. Ambu bag Mask Pedia		

			1 pc. Ambu bag Mask Adult 1 pc. Tubing 1 pc. Guedel Airway 1 pc. Reservoir Bag		
3	3	pcs	Ambu Bag Manual Resuscitator Combination (2 Mask) Pedia/Infant 1 pc. Ambu bag Mask Infant 1 pc. Ambu bag Mask Pedia 1 pc. Tubing 1 pc. Guedel Airway #1 1 pc. Guedel Airway #2 1 pc. Guedel Airway #3 1 pc. Reservoir Bag		
4	10	Units	BP set Manual, (Stethoscope and Aneroid)		
5	3	Units	Cervical Collar, Adult		
6	200	Pieces	Elastic Bandage 2"		
7	200	Pieces	Elastic Bandage 4"		
8	200	pieces	Elastic Bandage 6"		
9	100	Boxes	Facemask disposable 3-ply 50/box		
10	210	Boxes	Nitrile gloves, Large size, 100's		
11	50	boxes	Nitrile gloves, Medium size, 100's		
12	10	Boxes	Lancet 100's/box		
13	20	Pcs	Oxygen regulator with humidifier (set)		
14	10	Tanks	Oxygen Tank 5 lbs		
15	300	Pcs	Povidone Iodine 60ml bottle		
16	100	Pcs	Sharp Disposable Containers 3L		
17	20	Units	Pulse Oximeter		
18	200	Pieces	Triangular Bandage Cloth White		

b. Procurement Process

1. For the End- user, ensure the completion of the documents in order to proceed with the procurement process.
2. 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.
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. The supplier/contractor must have an existing legal Automotive Establishment with DTI/ BIR/ Permit and Issues Receipt/ Invoice for each service renders/ sale of goods.
5. Ensure that there are readily- available supplies upon submission of Request for Quotation (RFQ)/ Bid since delivery is anticipated upon issuance of PO/ Contract.
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)/ Contracts, No Delivery" Policy and comply with the delivery period.
2. The Delivery Period shall be 20 days upon issuance of NTP and PO

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. Supplier agrees to supply & delivered the goods and perform the services applicable, on the terms set up in this agreement
7. Supplier shall not at it own expense pack, load and deliver goods to the delivery point with the invoicing, delivery terms and other instructions printed on the phase of the purchase order.
8. Supplier shall ensure the quality of goods in appropriate packaging.
9. Time is of the essence with respect of the delivery of goods.
10. Goods shall be delivered by the applicable delivery date.

d. Inspection and Acceptance

1. The CGSO- PSMD shall inspect and accept the delivery.
2. The supplier/contractor shall present the PO and Issue Charge invoice/ Sales Invoice.
3. The CGSO- PSMD shall prepare the corresponding Inspection and Acceptance Report/s such documents will be used on notifying the concerned offices on the delivery such as the City Accountant's Office (CAccO) and the 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 supply 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 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 by:


Rachel Anne A. Viray, RN
HEMS Nurse Coordinator

Noted by:


Edzel M. Magtoto, MD
HEMS Medical Coordinator

Approved by:


ROWENA L. SALAS, MD, MHA
City Health Officer II

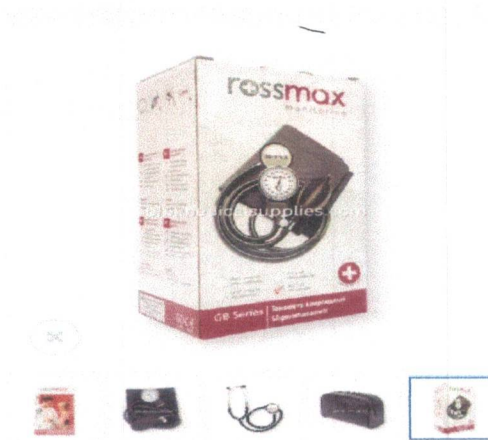
CONFORME:
_____ Signature over Printed Name
_____ Date

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.

Ambu Bag Manual Resuscitator Combination (2 Mask) Adult/Pedia



BP Set Manual (Stethoscope and Aneroid)



Cervical Collar Hard, CC-01



PULSE OXIMETER (preferably Surgitech)



One Touch Select Delica Plus Lancet



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Approved by:

Rowena L. Salas
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