



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 Equipment to be used during the STI/HIV/AIDS Prevention Control Program: Establishment of HIV/AIDS Core Team Facility (HACT) of the City Health Office for 2024 in the City of San Fernando, Pampanga**

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

Company Name

Date :

Sep 4, 2024

PR No. :

2024-08-01619

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, September 11, 2024 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Paolo Cesar E. Areola

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 | 1 | pc(s) | Examination and treatment table, Hamilton type with drawer and compartment door, upholstered three section tops, provided with stirrup and sliding foot stool Size (inches): 58*20*24 | | | |
| 2 | 2 | pc(s) | Aneroid BP Apparatus with Stethoscope | | | |
| 3 | 3 | pc(s) | Medical Stainless Steel Trolley Rack with Drawer 304 metal stainless steel treatment cart Size: 60*40*86 | | | |
| 4 | 2 | pc(s) | Thermos Scanner | | | |
| 5 | 1 | pc(s) | Medical Cabinet Double Size 2 Doors Stainless Steel 16x31x60 Medicine storage cabinet, 2 door glass slides with 3 glass shelves, 4 mounted swivel rubber caster wheels, door lock provided Size (inches): L=16", W=31", H=60" | | | |
| 6 | 1 | pc(s) | Analog Centrifuge 8 Placer Machine Digisystem Size: 280mm x 280mm x 255mm | | | |
| 7 | 1 | pc(s) | Laboratory Vortex Mixer with Touch Start and Continuous Mode Long life brushless AC motor with ball bearing, adjustable speed ranging up to 2850 RPM, silent operation | | | |
| 8 | 200 | pc(s) | Digital Thermometer | | | |
| 9 | 10 | pc(s) | Adult Pulse Oximeter | | | |
| 10 | 1 | pc(s) | Male Genital Organ Model Made with Silicone Material | | | |



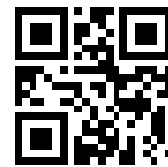
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Location of the Project : **City Health Office**

| Item No. | Qty | Unit | Item Description | Remarks | Unit Price | Total |
|----------------------|-----|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|------------|-------|
| 11 | 1 | pc(s) | Female Genital Organ Model Made with Silicone Material | | | |
| 12 | 1 | pc(s) | Physician's Scale with Height and Weight Heavy Duty | | | |
| 13 | 1 | pc(s) | Blood Extraction Chair with Drawer Stainless Made of heavy gauge stainless sheet and stainless tube Size: 16" x 30" x 16" Drawer size: 16" x 14" x 12" | | | |
| 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 Medical Equipment to be used for the STI/HIV/AIDS Prevention Control Program: Establishment of HIV/AIDS Core Team Facility (HACT) of the City Health Office in the City of San Fernando, Pampanga

I. BACKGROUND

Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS) is a disease that recognizes no territorial, social, political and economic boundaries, and has no known cure up to this day where the gravity of its threat demands strong state of action.

Although most HIV infection cases have turned up in major urban areas nationwide, almost all the provinces in the country's 17 regions are reporting HIV cases. In the City of San Fernando, there is an increase number of HIV positive detected as reported by the department of health as of December 2023 with a total number of 488 from 1984 to present. There are two HIV treatment facilities catering people living with HIV (PLHIV) in the city namely Bahay Lingad and Youth Center for AIDS Prevention (YCAP). The ratio of having a HACT facility in one city/municipality is 1 facility to 200 PLHIV, on the data mentioned above, Bahay Lingad and YCAP are not adequate to cater all these patients. The need of establishing HIV HACT facility in the city is to decongest the patients at Bahay Lingad and YCAP, and to cater all Fernandinos suffering from the disease/illness.

II. BUDGETARY REQUIREMENT

Supply and Delivery of Medical Equipment to be used for the STI/HIV/AIDS Prevention Control Program: Establishment of HIV/AIDS Core Team Facility (HACT) of the City Health Office in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2024-2713 and already included in the Annual Procurement Plan of the City Government in the amount of TWO HUNDRED FOUR THOUSAND NINE HUNDRED THIRTEEN PESOS (P204,913.00).

III. OBJECTIVES

Supply and Delivery of Medical Equipment to be used for the STI/HIV/AIDS Prevention Control Program: Establishment of HIV/AIDS Core Team Facility (HACT) of the City Health Office in the City of San Fernando, Pampanga are as follows:

Primary Objectives:

- Provide information about STI/HIV among Entertainment establishment workers
- Detect positive individuals for early treatment
- Decrease in the prevalence of Sexually Transmitted Diseases

Secondary Objectives:

- Provide information about STI, HIV and AIDS and how to protect one in acquiring this disease.
- Expand understanding of the epidemic situation of this problem.
- Encourage people to help and support PLHIV in our city.
- Reduce the stigma on HIV and AIDS.
- Sustain the decrease in the occurrence / transmission of Sexually Transmitted Diseases

IV. TERMS AND CONDITIONS

During the procurement 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 |
|-----|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------------------------------------------|
| 1 | Piece(s) | Examination and treatment table, Hamilton type with drawer and compartment door, upholstered three section tops, provided with stirrup and sliding foot stool Size (inches): 58*20*24 | OCTOBER 2024 | CENTRAL STORAGE, NEW PUBLIC MARKET, BRGY DEL PILAR, CSFP |
| 2 | Piece(s) | Aneroid BP Apparatus with Stethoscope | | |
| 3 | Piece(s) | Medical Stainless Steel Trolley Rack with Drawer 304 metal stainless steel treatment cart Size: 60*40*86 | | |
| 2 | Piece(s) | Thermos Scanner | | |
| 1 | Piece(s) | Medical Cabinet Double Size 2 Doors Stainless Steel 16x31x60 Medicine storage cabinet, 2 door glass slides with 3 glass shelves, 4 mounted swivel rubber caster wheels, door lock provided Size (inches): L=16", W=31", H=60" | | |
| 1 | Piece(s) | Analog Centrifuge 8 Placer Machine Digisystem Size: 280mm x 280mm x 255mm | | |
| 1 | Piece(s) | Laboratory Vortex Mixer with Touch Start and Continuous Mode Long life brushless AC motor with ball bearing, adjustable speed ranging up to 2850 RPM, silent operation | | |
| 200 | Piece(s) | Digital Thermometer | | |
| 10 | Piece(s) | Adult Pulse Oximeter | | |
| 1 | Piece(s) | Male Genital Organ Model Made with Silicone Material | | |
| 1 | Piece(s) | Female Genital Organ Model Made with Silicone Material | | |
| 1 | Piece(s) | Physician's Scale with Height and Weight Heavy Duty | | |
| 1 | Piece(s) | Blood Extraction Chair with Drawer Stainless Made of heavy gauge stainless sheet and stainless tube Size: 16" x 30" x 16" Drawer size: 16" x 14" x 12" | | |

b. Procurement Process

1. For the end-user, ensure the completion of the documents in order to proceed with procurement process.
2. For the supplier/ provider, ensure the completeness of the documents being required by Bids and Awards Committee (BAC) for the procurement process on time based on 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 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 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), No Delivery” policy and comply within the delivery period.
 2. The delivery shall be on 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 on-site 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 of items 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- 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 items 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 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 and submitted by:


RAZEL ANN S. MOREÑO, RN
TB-HIV Program Coordinator

Noted by:


EMERITO D. MERCADO, MD
TB-HIV Program Manager


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.

For Approval

Examination Table Hamilton Type



Medical Stainless Steel Trolley Rack with Drawer



Medical Cabinet Double Size 2 Doors Stainless Steel



Analog Centrifuge 8 Placer Machine Digi system



Laboratory Vortex Mixer with Touch Start and Continuous Mode



Blood Extraction Chair with Drawer Stainless



Male Genital Organ Model



Female Genital Organ Model



Approved by:


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