



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 Tokens to be given to the participants for the Tibay ng Dibdib Activity of the City Health Office for 2024 in the City of San Fernando, Pampanga**

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

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

Date : **Sep 26, 2024**

PR No. : **2024-09-01806**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Thursday, October 3, 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	180	set(s)	Tokens (168pcs pcs Kids Painting Arts & Crafts Coloring Set)  -Size:23.6*13.5*2.8cm -Perfect for painting, drawing, coloring, making cut-outs and other projects. -This great art set includes all types of coloring and drawing materials for artists of all ages - especially for children and beginners			
<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 TOKENS TO BE GIVEN TO THE PARTICIPANTS FOR THE *TIBAY NG DIBDIB* ACTIVITY OF THE CITY HEALTH OFFICE FOR 2024 IN THE CITY OF SAN FERNANDO, PAMPANGA**

#### **I. BACKGROUND**

According to the World Health Organization (WHO), Data Platform, the world has experienced dramatic progress in young child survival over the past two decades. The global under-five mortality rate declined from 77 per 1000 live births in 2000 to 39 per 1000 live births in 2017, or a 47% reduction during this 17-year period.

Risk Factors: Young children: Risks to child health include low birth weight, malnutrition, not breast feeding, overcrowded conditions, unsafe drinking water and food and poor hygiene practices. Prior to birth, a mother can increase her child's chance of survival and good health by attending antenatal care consultations, being immunized against tetanus, and avoiding smoking and use of alcohol. At the time of birth, a baby's chance of survival increases significantly with delivery in a health facility in the presence of a skilled birth attendant. Identifying and caring for illnesses in the infant and child is very important. Sick children must be taken immediately to a trained health care provider.

Older children: The global disease burden due to non-communicable diseases affecting children in childhood and later in life is rapidly increasing, even though many of the risk factors such as including indoor air pollution, overweight/obesity, poor diet and physical inactivity. Preventing injuries due to road traffic accidents, drowning, falls and burns as well as violence require a multi-sectoral approach but are nonetheless important risks to consider for improving child health and well-being.

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

The budgetary requirement for the **SUPPLY AND DELIVERY OF TOKENS TO BE GIVEN TO THE PARTICIPANTS FOR THE *TIBAY NG DIBDIB* ACTIVITY OF THE CITY HEALTH OFFICE FOR 2024 IN THE CITY OF SAN FERNANDO, PAMPANGA** is included in the PPMP with the **Ref. No. 2024-2217** and is already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **NINETY-NINE THOUSAND PESOS (99,000.00)**

#### **III. OBJECTIVES**

The objective of the **SUPPLY AND DELIVERY OF TOKENS TO BE GIVEN TO THE PARTICIPANTS FOR THE *TIBAY NG DIBDIB* ACTIVITY OF THE CITY HEALTH OFFICE FOR 2024 IN THE CITY OF SAN FERNANDO, PAMPANGA** is to make every Fernandinos attain a level of health that will allow them to lead a socially and economically productive life with longer life expectancy, low infant mortality and less disability through strengthening the primary care measures that will guarantee accessibility, affordability and availability to everyone.

#### **IV. COVERAGE/SERVICES**

The City Health Office continues to implement strategies that would increase the awareness of the public and strengthens its measures in terms of prevention and control of Tuberculosis. One of this is the *Tibay ng Dibdib*, a true to life story telling to daycare students.

**V. 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 token requested should be complete upon delivery and should be in good condition and packaging.

**Office Supplies**

Quantity	Unit	Item Description/ Specification	Delivery Date	Location
180	sets	Tokens (168pcs pcs Kids Painting Arts & Crafts Coloring Set) - Size:23.6*13.5*2.8cm -Perfect for painting, drawing, coloring, making cut-outs and other projects. -This great art set includes all types of coloring and drawing materials for artists of all ages - especially for children and beginners	NOVEMBER 2024	Central Storage, New Public Market, Brgy. Del Pilar, CSFP

- b. Procurement Process
  - For the End- user, ensure the completion of the documents in order to proceed with the procurement process.
  - 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 confirmed by the supplier/ provider.
  - If the procurement process reaches the ensuing year, observe that the allowed delivery is only up to what is stipulated in the contract.
  - 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).
  - Ensure that there are readily- available supplies upon submission of Request for Quotation (RFQ)/ Bid since delivery is anticipated upon issuance of PO/ Contract.
  - 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
  - Strictly observe the "No Purchase Order (PO)/ Contracts, No Delivery" Policy and comply with the delivery period.
  - The Delivery Period shall be on NOVEMBER 2024.
  - During the delivery, strictly follow the provisions enumerated in the Terms and Condition of the PO/ Contract including the Delivery Schedule, Penalty, among others.
  - 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.
  - Coordination with the supplier/ contractor shall be the function of the CGSO- PMD as its mandate.

- 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 of medical supplies and to immediately notify the supplier/ contractor in case of any concerns before the acceptance.

d. Inspection and Acceptance

- The End- user shall accept the delivery with the (1) delivery receipts, and submit immediately to the Inspector or CGSO- PSMD together with the (2) attendance sheet/s as part of the utilization where the quantity of the delivery is the same as the number of attendees and photo documentation of the delivery.
- 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.

**VI. DELIVERABLES BY THE SUPPLIER/ CONTRACTOR AND THE CITY GOVERNMENT**

The deliverables of the supplier/ contractor shall be as follows:

- Provide the quantity of tokens being required by the project/ program; and
- Strictly follow the specifications and timely provision of requirements based on the delivery schedule.

The deliverables of the City Government shall be as follows:

- On- time payment of the supplier/ contractor i.e., 15 days after delivery regardless if the delivery is per month or Ordering Agreement.
- End- user shall monitor the delivery of requirements.
- The Procurement Officer shall assist in the monitoring, delivery and on- time payment of the supplier.
- Provide necessary and readily- available documents such as during the conduct of post- audit.
- 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:

  
**IRIS ROSE M. MUÑOZ, MD**  
 Child Health Program Manager

Noted by:

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

<b>CONFORME:</b>
_____
<b>Signature over printed name</b>
_____
<b>Date</b>

**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**



Approved by:

*Rowena L. Salas*  
**ROWENA L. SALAS, MD**  
City Health Officer II