



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, Delivery and Installation of Automatic Transfer Switch to be used for the Primary Health Facilities (Rural Health Unit 1 to 4) of the City Health Office in the City of San Fernando, Pampanga**

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

Company Name

Address

Date : **Nov 20, 2024**

PR No. : **2024-11-02229**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, November 26, 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	4	unit(s)	100 Amperes Automatic Transfer Switch with Testing and Tapping of Generator to ATS, and MDB to ATS			
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, Delivery and Installation of Automatic Transfer Switch to be used for the Primary Health Facilities (Rural Health Unit 1 to 4) of the City Health Office in the City of San Fernando, Pampanga

I.BACKGROUND

The Universal Health Care (UHC) or Kalusugan Pangkalahatan aims to provide every Filipino of the highest possible quality of health care that is accessible, efficient, equitably distributed, adequately funded, fairly financed, and appropriately used by an informed and empowered public.

Also, based on the Department of Health's Administrative Order No. 2020-0047, all government and non-government primary care facilities including our Rural Health Units in the City of San Fernando, Pampanga shall be licensed accordingly. This endeavor is being initiated to ensure the capacity and capability of the concerned healthcare facilities including its workforce to provide quality healthcare services which are readily available, accessible and acceptable to all of the City's constituents and non-constituents in relation to the Universal Health Care Law.

As provided in DOH Administrative Order entitled "Rules and Regulations Governing the Licensure of Primary Care Facilities in the Philippines", all PCFs will now be regulated, shall secure a DOH-LTO and must be compliant at all times with the licensing standards and requirements set forth by HFSRB and FDA.

Part of the requirements in the continuous grant of the Primary Care Facility certification is to ensure that equipment, machines, medicines and instruments are available and of use in the unit.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the **Supply, Delivery and Installation of Automatic Transfer Switch to be used for the Primary Health Facilities (Rural Health Unit 1 to 4) of the City Health Office in the City of San Fernando, Pampanga** is included in the **PPMP with Ref. No. 2024- 3258** and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **FOUR HUNDRED FORTY THOUSAND PESOS (P440,000.00)**

III.OBJECTIVES

The objectives of the **Supply, Delivery and Installation of Automatic Transfer Switch to be used for the Primary Health Facilities (Rural Health Unit 1 to 4) of the City Health Office in the City of San Fernando, Pampanga** are as follows:

- Be able to sustain an adequately equipped licensed Primary Care Facility
- Be able to provide accessible health care to all
- Be able to provide services even during power interruption

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

Qty.	Unit	Item Description/ Specifications	Delivery Date	Location
4	unit	100 amperes Automatic Transfer Switch with Testing and tapping of Generator to ATS, and MDB to ATS	December 2024	<ul style="list-style-type: none"> • San Fernando o RHU I- Dolores , CSFP • San Fernando o RHU II- Sindala n, CSFP • San Fernando o RHU III- San Nicolas, CSFP • San Fernando o RHU IV- San Agustin , CSFP

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 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. 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)/ Contracts, No Delivery” Policy and comply with the delivery period.
2. The Installation Period shall be **December 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.

d. Inspection and Acceptance

1. The End- user shall inform the CGSO- PSMD of the delivery for the latter to conduct inspection prior to the acceptance of the former.
2. The supplier/ contractor through the end- user, shall provide the CGSO- PSMD with the proof of service and issue delivery receipt or Sales Invoice.

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 and quality of item 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:


Cynthia Marie C. Fabian, RN
Public Health Nurse Coordinator

Noted by:


Rowena L. Salas, MD, MHA
City Health Officer

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

