



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 Drugs and Medicines to be used for the CDD Program of the City Health Office for 2025 in the City of San Fernando, Pampanga subject to Ordering Agreement**

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


	Date : Jan 9, 2025
Company Name	PR No. : 2024-12-02532
Address	

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Thursday, January 16, 2025 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	100	box(s)	Oral Rehydration Salt sachet 25's			
2	720	btl(s)	Zinc Syrup 60ml			
3	720	btl(s)	Zinc drops			
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 Drugs and Medicines to be used for the CDD Program of the City Health Office for 2025 in the City of San Fernando, Pampanga subject to Ordering Agreement

I. BACKGROUND

Medicine is now a big part of our lives in maintaining good health, in addition to healthy lifestyle and regular exercise. Most of the people nowadays are taking medicines especially those who have high blood pressure and diabetes. These people should take their medicines to maintain a normal values of their laboratory results and good health but not all of our constituents can afford to sustain their daily maintenance of medicines and our allocation from the Department of Health is not enough to provide for all our patients that's why this project was created to help our constituents and lessen their burden in buying their medicines.

In 2005, the City of San Fernando (P) Central Pharmacy was created through Ordinance No. 2005-029 authored by Hon. Alex F. Patio and co-authored by Hon. Redentor S. Halili. The Central Pharmacy caters or serves all the 35 barangays of City of San Fernando, Pampanga, giving free medicines to all Fernandinos. The medicines given are usually for common illnesses like cough and colds, hypertension, diabetes and other medicines like antibiotics and vitamins.

The City Health Office aims to prevent and control some of the common diseases experienced nowadays and to strengthen the immunity of our constituents and especially of our employees.

II. BUDGETARY REQUIREMENT

The budgetary requirement for the Supply and Delivery of Drugs and Medicines to be used for the CDD Program of the City Health Office for 2025 in the City of San Fernando, Pampanga subject to Ordering Agreement is included in the PPMP with the Ref. No. 2025-1514 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **FIFTY FIVE THOUSAND SEVEN HUNDRED TWENTY FIVE PESOS (Php 55,725.00)**.

III. OBJECTIVES

The objectives of the Supply and Delivery of Drugs and Medicines to be used for the CDD Program of the City Health Office for 2025 in the City of San Fernando, Pampanga subject to Ordering Agreement are as follows:

1. To prevent and treat diseases
2. To maintain good health through sustenance of medicines

3. To help Fernandinos lessen their burden in buying medicines

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 medicines 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 medicine does not meet the requirement needed, the supplier should replace the medicine at least 3 months before its expiration date. All medicines to be delivered should have a Certificate of Product Registration (CPR) and Certificate of Analysis (CoA) and the expiration dates and lot numbers or batch numbers should tally with the medicine delivered.

QTY	UNIT	ITEM DESCRIPTION / SPECIFICATIONS	DELIVERY DATE	LOCATION
100	bxs	Oral Rehydration Salt sachet 25's	30 days upon issuance of NTP and PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
720	btls	Zinc Syrup 60ml		
720	btls	Zinc drops		

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 30 days upon issuance of NTP and PO, and the contract shall end by the end of December 2025. By the end of the contract, the end- user can no longer prepare Order List and no DOC will be issued for the purpose.
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 provided that all the specifications/description of item requested are complied.
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 medicines 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:



CIELO MAE GERARD S. SALONGA
Pharmacist IV / Supply Officer

Approved by:



ROWENA L. SALAS, MD, MHA
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.*