



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 Laboratory Supplies to be used by the Central Laboratory of the CSFP Super Health Center/Rural Health Unit VI for 2025 in the City of San Fernando, Pampanga subject to Ordering Agreement**

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

Company Name

Date : **Jan 20, 2025**

PR No. : **2025-01-00059**

Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, January 27, 2025 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Lorraine Kate M. Escoto

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	60	pack(s)	YELLOW VACUTAINER TUBES (4 ML, 100'S)			
2	16	pack(s)	MICROTAINER (LAVENDER, 0.5 ML, 100'S)			
3	50	box(s)	SYRINGE (5ML, 100'S)			
4	40	box(s)	SYRINGE (3ML, 100'S)			
5	20	btl(s)	NORMAL SALINE SOLUTION (1 LITER) >for laboratory use			
6	16	btl(s)	ANTI-A			
7	16	btl(s)	ANTI-B			
8	16	btl(s)	ANTI-D			
9	2	box(s)	PREGNANCY TEST			
10	2	box(s)	FECAL OCCULT BLOOD TEST			



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 Laboratory Supplies to be used by the Central Laboratory of the CSFP Super Health Center/Rural Health Unit VI for 2025 in the City of San Fernando, Pampanga subject to Ordering Agreement**

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

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
11	10	box(s)	DENGUE NS1 TEST			
12	30	pack(s)	TISSUE ROLL (12 ROLLS/PACK)			
13	40	set(s)	GRAM'S STAIN KIT			
14	40	box(s)	GLOVES (MEDIUM) 100's			
15	60	pack(s)	STERILE COTTON APPLICATOR SWABS (100'S)			
16	20	btl(s)	RED CANE VINEGAR (950ML)			
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 Laboratory Supplies to be used by the Central Laboratory of the CSFP Super Health Center/Rural Health Unit VI for 2025 in the City of San Fernando, Pampanga subject to Ordering Agreement

I. BACKGROUND

By virtue of Republic Act No. 4688 s. 1966, "An Act Regulating the Operation and Maintenance of Clinical Laboratories and Requiring the Registration of the Same with the Department of Health, Providing Penalty for the Violation Thereof, and for Other Purposes," the Department of Health (DOH) through the Bureau of Medical Services, now known as the Health Facilities and Services Regulatory Bureau (HFSRB), was mandated to ensure public health, safety and welfare through enforcement of the Act and was authorized to issue such rules and regulations as may be necessary to carry out the law. Clinical laboratory services play an important role in the diagnosis, treatment, prevention and control of disease.

Thus, it is imperative that the laboratories generate accurate, precise and reliable laboratory test results in a timely manner to aid the physicians in assuring the quality of patient care. The current AO and updated minimum standards and technical requirements for licensing clinical laboratories in the Philippines are aligned with the main objective of Republic Act No. 11223 or the Universal Health Care Act which is to guarantee access to quality and affordable health products, devices, facilities and services.

These rules and regulations shall serve as the new guidelines in the licensing of diagnostic clinical laboratories in the Philippines which shall ensure accountability of the laboratory on generation of accurate, precise and reliable laboratory results in a timely manner through continuous compliance.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the **Supply and Delivery of Laboratory Supplies to be used by the Central Laboratory of the CSFP Super Health Center/Rural Health Unit VI for 2025 in the City of San Fernando, Pampanga subject to Ordering Agreement** is included in the PPMP with Ref. No. 2025-1335 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of THREE HUNDRED EIGHTY SEVEN THOUSAND TWO HUNDRED FORTY PESOS (P 387,240.00).

III. OBJECTIVES

The objectives of **Supply and Delivery of Laboratory Supplies to be used by the Central Laboratory of the CSFP Super Health Center/Rural Health Unit VI for 2025 in the City of San Fernando, Pampanga subject to Ordering Agreement** are as follows:

1. To be able to facilitate the licensing of the Central Laboratory Unit of the Super Health Center as a Primary Care Facility and Rural Health Unit 6 to the Department of Health.
2. To be able to put up and establish Central Laboratory Unit in the City of San Fernando.
3. To be able to generate accurate, precise and reliable laboratory test results in a timely manner to aid the Rural Health Physicians in assuring the quality of patient care for all Fernandinos.

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		
LABORATORY SUPPLIES				
60	PACKS	YELLOW VACUTAINER TUBES (4 ML, 100'S)	30 days after issuance of NTP and DOC, up to December 2025	CGSO, New Public Market, City of San Fernando, Pampanga
16	PACKS	MICROTAINER (LAVENDER, 0.5 ML, 100'S)		
50	BOXES	SYRINGE (5 ML, 100'S)		
40	BOXES	SYRINGE (3 ML, 100'S)		
20	BOTTLES	NORMAL SALINE SOLUTION (1 LITER) FOR LABORATORY USE		
16	BOTTLES	ANTI-A		
16	BOTTLES	ANTI-B		
16	BOTTLES	ANTI-D		
2	BOXES	PREGNANCY TEST		
2	BOXES	FECAL OCCULT BLOOD TEST		
10	BOXES	DENGUE NS1 TEST		
40	SETS	GRAM STAIN KIT		
40	BOXES	GLOVES (MEDIUM, 100'S)		
60	PACKS	STERILE COTTON APPLICATOR SWABS		
20	BOTTLES	RED CANE VINEGAR		
30	PACKS	TISSUE ROLL (12ROLLS/PACK)		

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 Delivery Period shall be 30 days after issuance of NTP and DOC, up to December 2025 at the City of San Fernando, Pampanga.
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 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 equipment 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.
 4. 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 medical equipment being required by the project/ program; and
- b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.
- c. Installation and commissioning of the laboratory machines shall be for the sole account of the SUPPLIER.
- d. All machines shall be brand new with technical specifications in attached brochure.
- e. The SUPPLIER shall be responsible for the proper maintenance/repair/calibration of the equipment without cost to the city government
- f. All laboratory equipment provided shall always be maintained in good working condition by the SUPPLIER, ensuring regular after sales service including preventive maintenance and calibration and spare parts replacement pertinent to the equipment when deemed necessary.
- g. The Supplier shall provide a SERVICE UNIT of the same brand and capability in case of an equipment breakdown.

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:


Gertrudes M. Dizon RMT
Medical Technologist III

Noted by:


Rowena L. Salas, MD
City Health Officer II

CONFORME:
_____ Signature over Printed Name
_____ Date

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