



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 CBC Analyzer Reagents 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. : **2025-01-00061**

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:

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	6	kit(s)	M52 DILUENT 20L for MINDRAY 5120			
2	12	kit(s)	M52 DIFF LYSE 500 ML for MINDRAY 5120			
3	12	kit(s)	M52 LH LYSE 100 ML for MINDRAY 5120			
4	6	kit(s)	PROBE CLEANSER (50 ML) for MINDRAY 5120			
5	6	set(s)	BC5120 CONTROL for MINDRAY 5120			
6	2	btl(s)	HYCOUNT 3N DILUENT for HYCEL HYCOUNT			
7	2	btl(s)	HYCOUNT 3N DIFF LYSE for HYCEL HYCOUNT			
8	2	btl(s)	HYCOUNT 3N EZ CLEANSER for HYCEL HYCOUNT			
9	2	btl(s)	HYCOUNT 3N PROBE CLEANSER for HYCEL HYCOUNT			
10	2	set(s)	HYCOUNT 3N HEMACONTROL (LOW, NORMAL, HIGH) for HYCEL HYCOUNT			
<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 CBC Analyzer Reagents 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

Medical Laboratory testing plays a crucial role in the detection, diagnosis and treatment of disease in patients. Thus, having the proper and adequate reagents, supplies and equipment needed by our Laboratory are vital and able to provide a quality and reliable laboratory results which can keep up with other private laboratories who provide the same tests or procedures. More so, our Physicians rely mostly on accurate laboratory results to allow the proper diagnosis for each patient's cases which also serves as a crucial key to correctly manage each patient that we cater. It is indeed without a doubt that accurate and precise laboratory results serves an integral part of the patient care and the health care system per se.

### II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of CBC Analyzer Reagents 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. 2025-1518 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of FOUR HUNDRED SIXTY FIVE THOUSAND FOUR HUNDRED PESOS only (P 465,400.00).

### III. OBJECTIVES

The objectives of Supply and Delivery of CBC Analyzer Reagents 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 provide quality and reliable laboratory services for our patients;
2. To equip each of our clinical laboratory in proving fast, accurate and precise laboratory results, thus improving City Government's health care system.

### 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 supplies 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 supply does not meet the requirement needed, the supplier should replace the supply at least 3 months before its expiration date.

SAN ERNANDO SUPER HEALTH CENTER LABORATORY (RHU 6)

QTY	UNIT	ITEM DESCRIPTION	Delivery Date	Location
<b>CBC Analyzer Reagents</b>			30 days after issuance of NTP and DOC, up to December 2025	CGSO, New Public Market
6	kit	M52 Diluent 20L Reagent Compatible with Hematology Analyzer <b>Mindray 5120</b>		
12	kit	M52 Diff Lyse 500 mL Reagent Compatible with Hematology Analyzer <b>Mindray 5120</b>		
12	kit	M52 LH Lyse 100 mL Reagent Compatible with Hematology Analyzer <b>Mindray 5120</b>		
6	kit	Probe Cleanser (50 ML) Reagent Compatible with Hematology Analyzer <b>Mindray 5120</b>		
6	set	BC5120 Control Compatible with Hematology Analyzer <b>Mindray 5120</b>		
2	bot	HYCOUNT 3N Diluent Reagent Compatible with Hematology Analyzer <b>Hycel HYCOUNT</b>		
2	bot	HYCOUNT 3N Diff Lyse Reagent Compatible with Hematology Analyzer <b>Hycel HYCOUNT</b>		
2	bot	HYCOUNT 3N EZ Cleanser Reagent Compatible with Hematology Analyzer <b>Hycel HYCOUNT</b>		
2	bot	HYCOUNT 3N Probe Cleanser Reagent Compatible with Hematology Analyzer <b>Hycel HYCOUNT</b>		
2	set	HYCOUNT 3N Hemacontrol (Low, Normal, High) Compatible with Hematology Analyzer <b>Hycel HYCOUNT</b>		

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

Noted by:

  
Rowena L. Salas, MD  
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*