



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 Supplies/Materials to be used for the National Tuberculosis Program of the City Health Office for 2025 in the City of San Fernando, Pampanga**

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

\_\_\_\_\_  
Company Name  
Date : **Jan 30, 2025**  
PR No. : **2025-01-00154**  
\_\_\_\_\_  
Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, February 4, 2025 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Rachelle M. Pangilinan

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	150	box(s)	face mask N95 Green 20's			
2	45	pc(s)	Disinfectant Spray 510g			
3	100	pack(s)	Zip lock no.6 (4.5x7 inches) 100's			
4	100	pack(s)	Zip lock no.7 (5.5x7 inches) 100's			
5	300	pack(s)	Ice bag (4x12 inches) 100's			
6	70	pc(s)	Styrofoam Ice Box (14.5x10x12.5 inches)			
7	219	pc(s)	Ice Pack Soft Gel Small			
<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 Supplies/Materials to be used for the National Tuberculosis Program of the City Health Office for 2025 in the City of San Fernando, Pampanga

#### I. BACKGROUND

The National Tuberculosis Control Program (NTP) works closely with all stakeholders - national government agencies, public and private sectors, nongovernmental organizations, professional societies, academe, patient groups, civil societies, and development partners - in the Philippines' fight against tuberculosis.

The City of San Fernando through its City Health Office implement all the programs of Department of Health in partnership with the NGOs. There are 6 RHUs rendering regular TB programs by enrolling all the positive gene Xpert and those with positive findings of TB on chest Xrays. The TB mobile van was mobilized to 35 barangays and conducted free TB screening and chest Xrays. Furthermore, "*Tibay ng Dibdib*" program for daycare students and parents provided true to life story telling to spread awareness and to prevent the spread TB disease.

#### II. BUDGETARY REQUIREMENT

The budgetary requirement for the Supply and Delivery of Supplies/Materials to be used for the National Tuberculosis Program of the City Health Office for 2025 in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2025-707 and already included in the Annual Procurement Plan of the City Government in the amount TWO HUNDRED SEVENTY-NINE THOUSAND FOURTY PESOS (P279,040.00).

#### III. OBJECTIVES

Supply and Delivery of Supplies/Materials to be used for the National Tuberculosis Program of the City Health Office for 2025 in the City of San Fernando, Pampanga are as follows:

- To improve the utilization of TB care and prevention services by patients and communities.
- To ensure adequate and competent human resources for TB elimination efforts.
- To improve the use of TB data for effective TB elimination efforts.
- To enhance the quality of all TB care and prevention services.
- To increase to at least 90% of DOTS facilities that provide expanded integrated patient-centered TB care and prevention services.
- To enhance the political stewardship through a high-level political commitment of national government agencies and LGUs to implement localized TB elimination plans in coordination with different sectors.

#### IV. COVERAGE/SERVICES

##### A. All Fernandinos enrolled in the TB registry TCL

1. Must be enrolled in the TB registry TCL lived in the city of San Fernando, Pampanga
2. The dosage of drugs and medicines to be given to the TB patient will be determined by the attending Pulmonologist/Internal Medicine or trained Rural Health Physician duly recommended to the City Health Office
3. The TB patient will be provided with a Patient Access Form which will record all consultations, diagnostic or laboratory procedures and modalities of treatment or management. This will serve as patient record to monitor the compliance of the TB patient.

4. The average drug / medicine utilization will be depending on the patients' weight to determine how many tablets per day is needed. The medicine supply is given every 2 weeks which will be issued by the Barangay Health Stations and have all throughout treatment for six months.

**V. TERMS AND CONDITIONS**

During the procurement 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
Box	150	Face mask n95 green 20's	February 2025	CENTRAL STORAGE, NEW PUBLIC MARKET, BRGY DEL PILAR, CSFP
Piece	45	Disinfectant spray 510g		
Pack	100	Ziplock no.6 (4.5x7 inches) 100's		
pack	100	Ziplock no. 7 (5.5x7 inches) 100's		
pack	300	Ice bag (4x12 inches) 100's		
Piece	70	Styrofoam ice box (14.5x10x12.5 inches)		
Piece	219	Ice pack soft gel small		

b. Procurement Process

1. For the end-user, ensure the completion of the documents in order to proceed with procurement process.
2. For the supplier/ provider, ensure the completeness of the documents being required by Bids and Awards Committee (BAC) for the procurement process on time based on 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 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), No Delivery" policy and comply within the delivery period.
2. The delivery shall be on February 2025.

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 on-site 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 items 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.

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:

- a. Provide the quantity of items 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:

  
**EMERITO D. MERCADO, MD**

National Tuberculosis Control Program Manager

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.*