



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 Oxygen Refill to be used for the Health Emergency Management Staff (HEMS) Unit of the City Health Office for 2025 in the City of San Fernando, Pampanga**

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

Company Name

Address

Date : **Jan 28, 2025**

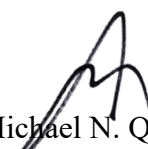
PR No. : **2025-01-00112**

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:

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	tank(s)	Refill for Oxygen Tank 5 lbs.			
2	50	tank(s)	Refill for Oxygen Tank 10 lbs.			
3	50	tank(s)	Refill for Oxygen Tank 20 lbs.			
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

OXYGEN REFILL TERMS OF REFERENCE

Supply and Delivery of Oxygen Refill to be used for the Health Emergency Management Staff (HEMS) Unit of the City Health Office for 2025 in the City of San Fernando, Pampanga

I. Background

Oxygen is a gas that your body needs to work properly. Your cells need oxygen to make energy. Your lungs absorb oxygen from the air you breathe. The oxygen enters your blood from your lungs and travels to your organs and body tissues.

Certain medical conditions can cause your blood oxygen levels to be too low. Low blood oxygen may make you feel short of breath, tired, or confused. It can also damage your body. Oxygen therapy can help you get more oxygen.

Different industries, including health systems, use oxygen in regular basis. Oxygen in the market is available for industrial and medical use. Medical-use oxygen is very different from industrial oxygen in purity and quality. Thus, industrial and medical use are not interchangeable.

Medical oxygen is high purity oxygen that is used for medical treatments and is developed for use in the human body. Medical oxygen cylinders contain a high purity of oxygen gas; no other types of gases are allowed in the cylinder to prevent contamination. There are additional requirements and rules for medical oxygen, including requiring a person to have a prescription to order medical oxygen.

Industrial oxygen is focused on uses in industrial plants including combustion, oxidation, cutting and chemical reactions. The industrial oxygen purity levels are not appropriate for human use and there could be impurities from dirty equipment or industrial storage that could make people ill.

II. Budgetary Requirement

The budgetary requirement for the Supply and Delivery of Oxygen Refill to be used for the Health Emergency Management Staff (HEMS) Unit of the City Health Office for 2025 in the City of San Fernando, Pampanga is included in the PPMP with **Reference no. 2025-1268** and already included in the Annual Procurement Plan of the City Government, which is in the amount of **EIGHTY-FIVE THOUSAND PESOS (P 85, 000)**

III. Objective

The importance of Supply and Delivery of Oxygen Refill to be used for the Health Emergency Management Staff (HEMS) Unit of the City Health Office for 2025 in the City of San Fernando, Pampanga are as follows:

1. To provide proper care to patients who are in need of oxygen use.
2. Improves sleep, mood, mental alertness, stamina, and allows individuals to carry out normal, everyday functions.

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

ITEM NO.	Qty	Unit	Item Description	Delivery Date	Location
1	100	tank(s)	Oxygen 5 lbs.	March 2025	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
2	50	tank(s)	Oxygen 10 lbs.		
3	50	tank(s)	Oxygen 20 lbs.		

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 admission 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 on March 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 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 Oxygen Tanks 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.

V. Deliverables by the supplier/contractor and the City Government

The deliverables of the supplier/ contractor shall be as follows

- a. Provide the quantity/quality of oxygen tanks being required; 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. Procurement Officer shall assist in the monitoring, delivery and on-time payment of the supplier.
- d. Provide the necessary and readily-available documents such as during the conduct of post – audit.
- e. Evaluate the performance of the supplier/contractor in case there is a violation to the Contract/ Agreement, prepare a verified report.

Prepared by:


Rachel Anne A. Uray, RN
 HEMS Nurse Coordinator

Noted by:


Edzel M. Magtoto, MD
 HEMS Medical Coordinator

Approved by:


Rowena L. Salas, MD, MHA
 City Health Officer II

CONFORME:
<hr style="border: 0; border-top: 1px solid black;"/> Signature over Printed Name
<hr style="border: 0; border-top: 1px solid black;"/> Date

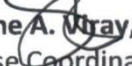
Note: This TOR shall form part of the Contract and should be strictly followed by both parties otherwise; the implementation of the project/program might be affected as well as the performance of the supplier/contractor.

OXYGEN REFILL



Oxygen tank 5 lbs, Oxygen tank 10 lbs and Oxygen tank 20 lbs.

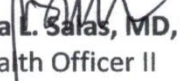
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