



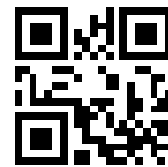
Republic of the Philippines  
Province of Pampanga

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 Uniforms to be used for the Barangay Health Workers Program of the City Health Office for 2025 in the City of San Fernando, Pampanga**

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

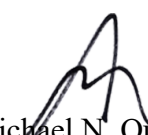
\_\_\_\_\_  
Company Name Date : **Feb 3, 2025**  
\_\_\_\_\_  
Address PR No. : **2025-01-00182**

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

Canvassed by:

Approved by:

Jannelle D.A. Tungcab

  
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	386	pc(s)	BHW REGULAR UNIFORMS: • Cotton-polyester • Beige color poloshirt • With print of the CSFP LGU Logo on the right upper chest part. • With "HEALTH WORKER" print at the upper back.			
2	44	pc(s)	BHW OFFICERS UNIFORMS: • Cotton-polyester • Black-gray color with white lining on collar and sleeves • With print of the CSFP LGU Logo on the right upper chest part. • With "CITY HEALTH OFFICE" print at the upper back.			
<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 Uniforms to be used for the Barangay Health Workers Program of the City Health Office for 2025 in the City of San Fernando, Pampanga**

#### **I.BACKGROUND**

The Responsible Parenthood and Reproductive Health Act of 2012 or RH Law is one the key program under the current Philippine Health Agenda: LAHAT PARA SA KALUSUGASN TUNGO SA KALUSUGAN PARA SA LAHAT. It focuses in the holistic strategy of rendering general health services in every family in the community.

It also refers to the access of a full range of methods, facilities, services and supplies that contribute to reproductive health and well-being of every person by addressing reproductive health-related problems. It also includes sexual health, where the purpose of which is geared towards the enhancement of life and personal relations. Thus, information dissemination is very critical to give awareness among our constituents about the services of this program which aims to increase the city's Contraceptive Prevalence Rate (CPR)

#### **II. BUDGETARY REQUIREMENT**

The Budgetary Requirement for the Supply and Delivery of Uniforms to be used for the Barangay Health Workers Program of the City Health Office for 2025 in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2025- 1496 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of ONE HUNDRED NINETY-THREE THOUSAND FIVE HUNDRED PESOS (P 193,500.00)

#### **III.OBJECTIVES**

The objectives of the Supply and Delivery of Uniforms to be used for the Barangay Health Workers Program of the City Health Office for 2025 in the City of San Fernando, Pampanga are as follows:

1. To be able to identify thru uniforms all official Barangay Health Workers of the City of San Fernando, Pampanga.

#### **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

<b>Qty.</b>	<b>Unit</b>	<b>Item Description/ Specifications</b>	<b>Delivery Date</b>	<b>Location</b>
430	pcs	<b>BHW REGULAR UNIFORMS:</b> <ul style="list-style-type: none"><li>• Cotton-polyester</li><li>• Beige color poloshirt</li><li>• With print of the CSFP LGU Logo on the right upper chest part.</li><li>• With "HEALTH WORKER" print at the upper back.</li></ul>	March 28, 2025	Central Storage, New Public Market, Brgy. Del Pilar, CSFP

		<p><b>BHW OFFICERS UNIFORMS:</b></p> <ul style="list-style-type: none"> <li>• Cotton-polyester</li> <li>• Black-gray color with white lining on collar and sleeves</li> <li>• With print of the CSFP LGU Logo on the right upper chest part.</li> <li>• With “CITY HEALTH OFFICE” print at the upper back.</li> </ul>		
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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 on **March 28, 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 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.

**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 **uniforms** being required by the project/ program; and
- b. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.

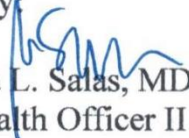
The deliverables of the City Government shall be as follows:

- 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:

  
Aylmer Anthony V. Alimurong, RN  
BHW Coordinator

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*

**BHW OFFICERS  
UNIFORM**



**FRONT**



**BACK**

- Polo shirts of the following sizes:  
Small- 1  
Medium- 4  
Large – 19  
XL- 11  
2XL- 2  
3XL- 2  
4XL-2  
5XL- 3

**BHW REGULAR  
UNIFORM**



**FRONT**



**BACK**

- Polo shirts in the following sizes:  
XS-3  
Small-37  
Medium- 121  
Large – 124  
XL- 65  
2XL-20  
3XL-11  
4XL-3  
5XL-2

**Approved by:**

  
**ROWENA L. SALAS, MD, MHA**  
City Health Officer II