



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 Meals to be served for the Women's Health Care Program: Cervical Cancer Awareness Lecture and Screening 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 : **Feb 18, 2025**

PR No. : **2025-02-00284**

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 25, 2025 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Camille C. Mendiola


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	420	pax	MD1 Pork Adobo Banana/Pastries 1 Cup Rice Drinks – 250ml Minute Maid Tetra Pack			
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 Meals to be served for the Women's Health Care Program: Cervical Cancer Awareness Lecture and Screening of the City Health Office for 2025 in the City of San Fernando, Pampanga

I. BACKGROUND

Cervical cancer is the fourth most common cancer in women globally with an estimated 604,000 new cases and 342 000 deaths in 2020. The highest rates of cervical cancer incidence and mortality are in low- and middle-income countries. This reflects major inequities driven by lack of access to national HPV vaccination, cervical screening and treatment services and social and economic determinants.

Cervical cancer is caused by persistent infection with the human papillomavirus (HPV). Women living with HIV are 6 times more likely to develop cervical cancer compared to women without HIV. Prophylactic vaccination against HPV and screening and treatment of pre-cancer lesions are effective ways to prevent cervical cancer and are very cost-effective. Cervical cancer can be cured if diagnosed at an early stage and treated promptly.

Countries around the world are working to accelerate the elimination of cervical cancer in the coming decades, with an agreed set of three targets to be met by 2030. Cervical cancer awareness is crucial for promoting early detection, prevention, and treatment of cervical cancer. Cervical cancer is a type of cancer that occurs in the cells of the cervix, which is the lower part of the uterus. It is often caused by persistent infection with certain types of human papillomavirus (HPV).

II. BUDGETARY REQUIREMENT

The budgetary requirement for the Supply and Delivery of Meals to be served for the Women's Health Care Program: Cervical Cancer Awareness Lecture and Screening of the City Health Office for 2025 in the City of San Fernando, Pampanga is included in the PPMP with the Ref. No. 2025-945 and is already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of SIXTY EIGHT THOUSAND FOUR HUNDRED SIXTY PESOS (P 68,460.00).

III. OBJECTIVES

The objectives of a Cervical Cancer Awareness Lecture and Screening are designed to inform, educate, and encourage preventive actions to reduce the risk and incidence of cervical cancer.

- To explain what cervical cancer is, its causes (especially the role of Human Papillomavirus (HPV), and how it develops.
- To discuss the primary risk factors, including HPV infection, smoking, weakened immune system, long-term use of oral contraceptives, and family history.
- To highlight common symptoms of cervical cancer, such as abnormal bleeding, and emphasize the importance of early detection for better outcomes.
- To educate the audience on the benefits of HPV vaccination, especially for young women and men, and its role in preventing cervical cancer.
- To advocate for a healthy lifestyle, including smoking cessation and maintaining a healthy immune system.
- To provide information on recommended screening schedules for women of different age groups and encourage regular check-ups.

IV. COVERAGE/SERVICES

- Women of reproductive age, adolescents, healthcare providers, and sometimes men (to raise awareness about HPV transmission and the importance of vaccination).
- Educational Services: Information on cervical cancer, its causes, risk factors, symptoms, and prevention. Importance of HPV vaccination for both women and men. The significance of regular screening (Pap smear, HPV testing). Lifestyle factors influencing cervical cancer risk (e.g., smoking, sexual health).
- Screening Services: Pap Smear, and VIA.
- Referral: Follow-up care, and treatment pathways.
- Counselling support, and awareness campaigns.
- Data monitoring, and health records.

V. 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

Quantity	Unit	Item Description/ Specification	Delivery Date	Location
420	pax	MD1 Pork Adobo Banana/Pastries 1 Cup Rice Drinks – 250ml Minute Maid Tetra Pack	May 2025	RHU 1-6 of the CSFP

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 in **May 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 meals and to immediately notify the supplier/contractor in case of any concerns before the acceptance.

d. Inspection and Acceptance

1. The End- user shall accept the delivery with the (1) delivery receipts and submit immediately to the Inspector or CGSO- PSMD together with the (2) attendance sheet/s as part of the utilization where the quantity of the delivery is the same as the number of attendees and photo documentation of the delivery.

Such documents will be used to notify 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

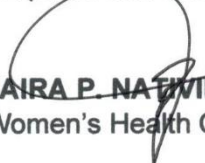
The deliverables of the supplier/ contractor shall be as follows:

- a. Provide the quantity of meals 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 of 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:


JAIRA P. NATIVIDAD, MD
 Women's Health Care Program Manager

Noted by:


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

CONFORME:
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature over Printed Name
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> 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.