



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 : **Contract of Service for the Water Testing of Health Facilities 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 20, 2025**
PR No. : **2025-02-00364**

Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Thursday, February 27, 2025 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Janelle 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	8	service(s)	City Hall x 2 water source (Main Source+ pantry office) x 4 quarter Microbiological Examination Schedule: March, June, September, and December 2025			
2	4	service(s)	City Hall x 2 water source (Main Source+ pantry office) x 1(once a year) Physico-Chemical Examination Schedule: June 2025, December 2025			
3	68	service(s)	17 Identified Government Offices RHUs and Birthing Stations x 1 water source (every quarter) Microbiological Examination Schedule: March, June, September, and December 2025			
4	34	service(s)	17 Identified Government Offices RHUs and Birthing Stations x 1 water source (2x a year) Physico-chemical Examination Schedule: June 2025, December 2025			
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

CONTRACT OF SERVICE FOR THE WATER TESTING OF HEALTH FACILITIES OF THE CITY HEALTH OFFICE FOR 2025 IN THE CITY OF SAN FERNANDO, PAMPANGA

I. Background

In pursuance of the Philippine National Standards for Drinking Water of 2017 and to effectively advocate awareness to the general population on the importance of drinking water quality standards, the impact of water contamination on health, and control measures on addressing water quality issues and problems. Interventions must be immediately undertaken to prevent the spread of diseases especially those caused by waterborne diseases.

It is also a must that during emergency situation and natural disaster such as earthquake, large-scale fire and floods efficient environmental health measures must be undertaken to prevent or minimize health hazards and incidence of diseases. During outbreaks of communicable diseases, interventions must be immediately undertaken to prevent the spread of diseases especially those caused by an unhealthy environment.

II. BUDGETARY REQUIREMENT

The Budgetary Requirement for the CONTRACT OF SERVICE FOR THE WATER TESTING OF HEALTH FACILITIES OF THE CITY HEALTH OFFICE FOR 2025 IN THE CITY OF SAN FERNANDO, PAMPANGA. Is included in the PPMP with Ref. No. 2025-1390 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of THREE HUNDRED FOURTY FIVE THOUSAND EIGHT HUNDRED PESOS (P 345,800.00).

III. OBJECTIVES

The objectives of the CONTRACT OF SERVICE FOR THE WATER TESTING OF HEALTH FACILITIES OF THE CITY HEALTH OFFICE FOR 2025 IN THE CITY OF SAN FERNANDO, PAMPANGA are as follows:

- To reduce the incidence of environmental health and sanitation-related illnesses in the City of San Fernando.
- To prevent and control the occurrence of communicable diseases by ensuring the availability of safe potable drinking water supply in government offices and government health facilities, birthing stations, and rural health units.
- To fulfill the requirements for any accreditation from the national, regional, and local agencies and other regulatory agencies that may be required.

IV. TERMS OF CONDITIONS

During the procurement process and delivery/implementation of the contract, the end-user and the supplier/contractor shall:

- 1 The SUPPLIER should be a DOH-accredited and DENR-recognized water testing laboratory that aims to promote honest, proficient and accurate water analyses. The supplier shall be a member of the Local Drinking Water Quality Monitoring Committee and must be committed to rendering quality services to the city government at all times.

2. SCOPE/COVERAGE OF SERVICE

1. Sample points will be determined by the Local Government Unit through the Environmental Health & Sanitation Division and designated Sanitation Inspector with the City Health Office memo to assist in the conduct of the water sampling.
2. The supplier will be informed two to three days before the scheduled sampling date.
3. The supplier will be supervised by concerned agencies of the LGU during the sampling.
4. The turn-around for physico-chemical analyses is 10-12 working days.
5. City Health Office shall be furnished with a copy of all the water lab results for evaluation and recommendation.

MANDATORY PARAMETERS (PNSDW OF 2017)

1. Total Coliform

Definition: Includes bacteria that are found in the soil, in water that has been influenced by surface water, and in human or animal waste.

Methods of Analysis: SM 9221 B. Multiple Tube Fermentation Technique (MTFT)
SM 9223 Enzyme Substrate Coliform Test (EST)

Standard Values: <1.1 MPN/100ml (MTFT)
Absent (EST)

2. E. Coli

Definition: Sub-group of Fecal in the soil, in water that has been influenced by surface water, and in human or animal waste.

Method of Analysis: SM 9221 B. Multiple Tube Fermentation Technique (MTFT)
SM 9223 Enzyme Substrate Coliform Test (EST)

Standard Values: <1.1 MPN/100ml (MTFT)
Absent (EST)

3. Heterotrophic Plate Count (HPC)

Definition: It is a measurement of the bacteria colonies present in water. It is used to measure the overall bacteriological quality of drinking water. High HPC counts indicate ideal conditions for bacterial growth.

Method of Analysis: SM 9215 B. Pour Plate Method

Standard Values: <500 CFU/ml

4. Arsenic

Definition: It naturally occurs in soil and bedrock. It is also caused by infiltration or run-off from locations of the past mining activities. Its health effects include nausea, vomiting, neurological effects such as numbness or burning sensations in the hands and feet, cardiovascular effects, decreased production of the red and white blood cells which may result in fatigue, changes in skin coloration, skin thickening

Method of Analysis: SM 3030 E. Nitric Acid Digestion/SM 3114 B. Hydride Generation-Atomic Absorption Spectrometric

Maximum Allowable Level: 0.01 mg/L

5. Lead

Definition: Lead can enter drinking water when service pipes containing lead corrode, especially where the water has a high acidity or low mineral content that corrodes pipes and fixtures. Lead is persistent and it can bioaccumulate in the body over time. Its health effects impede mental and physical development, nervous system damage and kidney damage.

Method of Analysis: SM 3030 E. Nitric Acid Digestion/ Atomic Absorption Spectrometry

Maximum Allowable Level: 0.01 mg/L

6. Cadmium

Definition: It is a metal found in natural deposits as ores containing other elements. It is regulated due to its health effects such as nausea, vomiting, diarrhea, liver injury, shock and renal failure.

Method of Analysis: SM 3030 F. Nitric Acid-Hydrochloric Digestion/Atomic Absorption Spectrometry

Maximum Allowable Level: 0.003 mg/L

7. Nitrate

Definition: One of the most common groundwater contaminants in rural areas. Excess level of nitrate in water can cause methemoglobinemia or "Blue Baby" disease. Nitrate in water originates primarily from fertilizers, septic systems and manure storage.

Method of Analysis: SM 4500-NO3 E. Cadmium Reduction Method

Maximum Allowable Level: 50 mg/L

8. Color

Definition: Color in drinking water can be caused by dissolved and suspended materials such as presence of iron, manganese, copper, tannins and natural deposits.

Method of Analysis: SM 2120 B. Visual Comparison Method

Maximum Allowable Level: SM 2120 B. Visual Comparison Method

10 CU

9. Turbidity

Definition:

It is a measure of the degree to clarity or transparency of water due to presence of suspended particulates. High turbidity can significantly reduce the aesthetic quality of water

Method of Analysis:

SM 2130 B. Nephelometric Method

Maximum Allowable Level:

5 NTU

10. pH

Definition:

It is a measure of hydrogen ion concentration. It is a measure of the acidity or alkalinity of solutions.

Method of Analysis:

SM. 4500-H + Electrometric (pH meter)

Maximum Allowable Level:

6.50 – 8.50

11. Total Dissolved Solid

Definition:

It is a portion of total solids that passes through the filter. It originates from natural sources, sewage, urban run-off and industrial wastewater. Water with higher solid contents has a laxative effect. It deposits on glasses and fixtures

Method of Analysis:

It deposits on glasses and fixtures

Maximum Allowable Level:

SM 2440 C. Gravimetric Method Dried at 180°C
600 mg/L

12. Disinfectant Residual

Definition:

Chlorine is used in disinfecting water. Chlorine can irritate severely, even burn skin exposed directly to it. It can irritate and burn the eyes and throat as well. It can also destroy the cellular barriers surrounding the lungs.

Method of Analysis:

SM 4500-CII G. DPD colorimetric

Maximum Allowable Level:

0.30-1.50 mg/L

13. Odor

Definition:

Odor is recognized as a quality factor affecting acceptability of drinking water, tainting of fish and other aquatic organisms and aesthetics of recreational water

Method of Analysis:

Sensory Evaluation

Maximum Allowable Level:

No Objectionable odor

14. Sulfate

Definition:

Sulfate are a combination of sulphur and oxygen and are a part of naturally occurring minerals on some soil and rock formations that contain groundwater. Sulfate in water may be due to animal sewage, septic system, industrial waste. The presence of Sulfate in water may cause bitter, medicinal taste, scaly deposits. Laxative effects, rotten egg odor.

Method of Analysis:

SM 4500-SO4 E. Turbidimetric

Maximum Allowable Level:

250 mg/L

15. Iron

Definition:

Iron are naturally found in natural fresh water. Iron can alter tastes and appearance.

Method of Analysis:

SM 3500-Fe B. Phenanthroline

Maximum Allowable Level:

1.0 mg/L

16. Manganese

Definition:

Manganese naturally occur in many surface and groundwater sources. It can cause black or brown stain in water and can cause metallic taste in water.

Method of Analysis:

SM 3030 F. Nitric acid-hydrochloric acid digestion/SM 3111 B, Direct

Maximum Allowable Level:

Air-Acetylene Flame method
0.40 mg/L

1 Specification/Schedule of Requirements

Qty	Unit	Items Description / Specification	Delivery Date	Location								
8	Test	City Hall x 2 water source (Main Source+ pantry office) x 4 quarter Microbiological Examination Schedule: March, June, September, and December 2025	March 10-13,2025	City Hall (main source/pantry-office)								
			June 16-19-2025									
			September 15-18, 2025									
			December 8-11,2025									
4	Test	City Hall x 2 water source (Main Source+ pantry office) x 1(once a year) Physico-Chemical Examination Schedule: June 2025, December 2025	June 16-19,2025	City Hall (main source/pantry-office)								
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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 process on-time based on the procurement schedule included this TOR duly signed by the end-user and conformed by the supplier/provider.
3. If the procurement process reaches the ensuring 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 ensuring 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, 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 the following dates:

Microbiological Examination Quarterly Schedule	Physico-Chemical Examination Annual Schedule
March 10-13,2025	June 16-19,2025
June 16-19-2025	December 8-11,2025
September 15-18, 2025	
December 8-11,2025	

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 witness the water sampling as schedule and photo documentation of the delivery.

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.

I. DELIVERABLES BY THE SUPPLIER/CONTRACTOR AND THE CITY GOVERNMENT

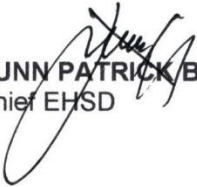
The deliverables of the supplier contractor shall be as follows:


- a. Provide the quantity and quality of service being required by the projects/program; and
- b. Strictly follow the specifications and timely provisions 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 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:


DUNN PATRICK B. IMANA
Chief EHSD

Noted by:

ROWENA L. SALAS, MD, MHA
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 if the supplier/contractor