



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 Emergency Lights and Refrigerator Temperature Logger to be used at the Child Health Program: National Immunization 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 : **Mar 19, 2025**
PR No. : **2025-02-00352**
Address _____

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Wednesday, March 26, 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	2	pc(s)	LED Automatic Emergency Lights Light Source: 2x1W High Power COB LED Battery: LiFePO4 Lithium Battery 3.2V 1800mAh Charging Time: 15 hours Performance Time: 5 hours (at full charge) Size: 308MMx141MM Lights: 110mm 3 Colors: DAYLIGHT / WARMWHITE / COOLWHITE 6000L / 4200K / 3000K 1 Meter Cord			
2	7	pc(s)	Electronic Refrigerator 30 Days Temperature Logger Model: HETL-01 Temperature Range (°C): -20~+50 Resolution (°C): 0.1°C Display: LCD Logging Interval: 6 min			
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 Emergency Lights and Refrigerator Temperature Logger to be used at the Child Health Program: National Immunization Program of the City Health Office for 2025 in the City of San Fernando, Pampanga

I. BACKGROUND

Immunization is one of the most effective and cost-effective methods for preventing the spread of infectious diseases. Vaccines stimulate the immune system to recognize and fight specific pathogens, thereby reducing the risk of infection, complications, and transmission. National Immunization Program aims to protect individuals and communities from a range of vaccine-preventable diseases, such as measles, polio, influenza, hepatitis, and more.

Vaccinated children are healthier and can attend school more regularly, participate in activities, and lead more productive lives. This contributes to the overall well-being of families and communities.

II. BUDGETARY REQUIREMENT

The budgetary requirement for the **Supply and Delivery of Emergency Lights and Refrigerator Temperature Logger to be used at the Child Health Program: National Immunization Program of the City Health Office for 2025 in the City of San Fernando, Pampanga** is included in the PPMP with the **Ref. No. 2024-899** and is already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **SEVENTY THOUSAND SIX HUNDRED THIRTY PESOS (70,630.00)**.

III. OBJECTIVES

The objectives of the **Supply and Delivery of Emergency Lights and Refrigerator Temperature Logger to be used at the Child Health Program: National Immunization Program of the City Health Office for 2025 in the City of San Fernando, Pampanga** are as follows

- To improve vaccine access and promote vaccine acceptance.
- To achieve 95% of fully immunized children.
- To establish effective measles and fever surveillance.
- To vaccinate all eligible children against measles and other vaccine preventable diseases.
- To sustain a Polio Free-City of San Fernando.
- To effectively manage vaccines and immunization logistics.
- To train and or re-orient healthcare workers in vaccine administration and Adverse Events Following Immunization (AEFI) management through capacity building.

IV. COVERAGE/SERVICES

- V. The City Health Office continues to implement strategies that would increase the awareness of the public and strengthens its measures in terms of prevention and monitoring of measles and other VPDs. One of which is the fever surveillance in all puroks

in every barangay and Outbreak Response Immunization/Supplemental Immunization Activities.

VI. 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

- The warranty date of the items requested should be at least **One (1) YEARS OF TWELVE (12) MONTHS** upon delivery and should be in good condition and packaging.

Quantity	Unit	Item Description/ Specification	Delivery Date	Location
7	pieces	Electronic Refrigerator 30 Days Temperature Logger Model: HETL-01 Temperature Range (°C): -20~+50 Resolution (°C): 0.1°C Display: LCD Logging Interval: 6 min	APRIL 2025	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
2	pieces	LED Automatic Emergency Lights Light Source: 2x1W High Power COB LED Battery: LiFePO4 Lithium Battery 3.2V 1800mAh Charging Time: 15 hours Performance Time: 5 hours (at full charge) Size: 308MMx141MM Lights: 110mm 3 Colors: DAYLIGHT / WARMWHITE / COOLWHITE 6000L / 4200K / 3000K 1 Meter Cord		

b. Procurement Process

- For the End- user, ensure the completion of the documents in order to proceed with the procurement process.
- 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.
- If the procurement process reaches the ensuing year, observe that the allowed delivery is only up to what is stipulated in the contract.
- 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).

- Ensure that there are readily- available supplies upon submission of Request for Quotation (RFQ)/ Bid since delivery is anticipated upon issuance of PO/ Contract.
 - 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
- Strictly observe the “No Purchase Order (PO)/ Contracts, No Delivery” Policy and comply with the delivery period.
 - The Delivery Period shall be on APRIL 2025.
 - During the delivery, strictly follow the provisions enumerated in the Terms and Condition of the PO/ Contract including the Delivery Schedule, Penalty, among others.
 - 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.
 - Coordination with the supplier/ contractor shall be the function of the CGSO- PMD as its mandate.
- 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.

VII. 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:


IRIS ROSE M. MUÑOZ, MD
Child Health Care Program Manager

Approved 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 of the supplier/ contractor*