



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 Appliances to be used for the Primary Care Facilities and Services Program (ADD) of the City Health Office for 2025 in the City of San Fernando, Pampanga**

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

Company Name	Date : <b>Dec 15, 2025</b>
Address	PR No. : <b>2025-12-02157</b>

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, December 22, 2025 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Monalyn M. Aquino  
Administrative Assistant II

  
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	3	unit(s)	Refrigerator with freezer <ul style="list-style-type: none"> <li>• Refrigerator Temperature 20C to 80C</li> <li>• Freezer Temperature: 00C to -180C</li> <li>• Capacity: 10.4 cu ft (295 L)</li> <li>• Frost free Cooling System</li> <li>• Fully automatic defrost system</li> <li>• Two Door; Top Freezer</li> <li>• Inverter</li> <li>• Adjustable Tempered shelves</li> <li>• LED Lighting</li> <li>• Power input: 65 W</li> </ul> Dimension: 545 x 620 x 1,660			
2	21	unit(s)	Stand Fan 18"  18" Plastic blade High performance motor With thermal fuse protection 3-speed push button switch Round stable plastic base Easy height adjustment			



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## **REQUEST FOR QUOTATION**

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Project Title : **Supply and Delivery of Appliances to be used for the Primary Care Facilities and Services Program (ADD) of the City Health Office for 2025 in the City of San Fernando, Pampanga**

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

<b>Item No.</b>	<b>Qty</b>	<b>Unit</b>	<b>Item Description</b>	<b>Remarks</b>	<b>Unit Price</b>	<b>Total</b>
			Tilting head with oscillation 1 Year Warranty on Parts & Service			
3	3	unit(s)	Industrial Stand Fan 30 inch Tripod  • 30" Tripod type industrial fan • 280 watts power • 3 fan speed control with oscillation • 330m <sup>3</sup> per minute air flow • with built-in thermal fuse • adjustable height up to 183cm 1 Year Warranty on Parts & Service			
<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 Appliances to be used for the Primary Care Facilities and Services Program (ADD) of the City Health Office for 2025 in the City of San Fernando, Pampanga**

### **I. BACKGROUND**

The Universal Health Care Law aims to “ensure that all Filipinos are guaranteed equitable access to quality, affordable health care goods and services and be protected against financial risk” as well as to meet the goal of progressively realizing universal health care in the country, protect the health of every Filipinos against chronic illnesses/diseases, avoid complications through early detection and to provide affordable drugs and medicines. In line with the above, the PhilHealth, one of our deemed partner agencies, has instituted a comprehensive approach to deliver primary care services through the development and initiation of the PhilHealth Konsultasyong Sulit at Tama (Konsulta) Package.

As provided in DOH Administrative Order No. 2020-0047 entitled "Rules and Regulations Governing the Licensure of Primary Care Facilities in the Philippines", all PCFs will now be regulated and shall secure a DOH-LTO and must be compliant at all times with the licensing standards and requirements set forth by HFSRB and FDA.

### **II. BUDGETARY REQUIREMENT**

The budgetary requirement for **Supply and Delivery of Appliances to be used for the Primary Care Facilities and Services Program (ADD) of the City Health Office for 2025 in the City of San Fernando, Pampanga** is included in the PPMP with the **Ref. No. 2025-3088** and is already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount **TWO HUNDRED FOUR THOUSAND THREE HUNDRED PESOS (204,300.00)**.

### **III. OBJECTIVES**

The objectives of the **Supply and Delivery of Appliances to be used for the Primary Care Facilities and Services Program (ADD) of the City Health Office for 2025 in the City of San Fernando, Pampanga** are as follows:

- To implement the governing policies in the implementation of programs in the City’s Primary Health Care Facilities;
- To expand the primary care benefit to cover all Fernandino;
- To ensure sustainable financial mechanisms for the delivery of quality health services in the communities;
- To establish partnership with other health stakeholders and enhance the Referral Network within the city; and
- To ensure that all health facilities are DOH and PhilHealth accredited.

### **IV. COVERAGE/SERVICES**

- The City Health Office’s strategic general objective is to provide highly responsive health care programs and activities to all Fernandinos which are available, acceptable and accessible by providing the required furniture at the Rural Health Units.

### **V. TERMS AND CONDITIONS**

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

<b>Quantity</b>	<b>Unit</b>	<b>Item Description/ Specification</b>	<b>Delivery Date</b>	<b>Location</b>
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5	PC(s)	<p>Refrigerator with freezer</p> <ul style="list-style-type: none"> <li>• Refrigerator Temperature 20C to 80C</li> <li>• Freezer Temperature: 00C to -180C</li> <li>• Capacity: 10.4 cu ft (295 L)</li> <li>• Frost free Cooling System</li> <li>• Fully automatic defrost system <ul style="list-style-type: none"> <li>• Two Door; Top Freezer</li> <li>• Inverter</li> </ul> </li> <li>• Adjustable Tempered shelves <ul style="list-style-type: none"> <li>• LED Lighting</li> <li>• Power input: 65 W</li> </ul> </li> </ul> <p>Dimension: 545 x 620 x 1,660</p>	20 days upon issuance of NTP and PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
5	PC(S)	<p>Stand Fan 18"</p> <p>18" Plastic blade</p> <p>High performance motor</p> <p>With thermal fuse protection</p> <p>3-speed push button switch</p> <p>Round stable plastic base</p> <p>Easy height adjustment</p> <p>Tilting head with oscillation</p> <p>1 Year Warranty on Parts &amp; Service</p>		
150	PC(s)	<p>Industrial Stand Fan 30 inch Tripod</p> <ul style="list-style-type: none"> <li>• 30" Tripod type industrial fan <ul style="list-style-type: none"> <li>• 280 watts power</li> <li>• 3 fan speed control with oscillation</li> </ul> </li> <li>• 330m<sup>3</sup> per minute air flow</li> <li>• with built-in thermal fuse</li> <li>• adjustable height up to 183cm</li> </ul> <p>1 Year Warranty on Parts &amp; Service</p>		

a. 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.

b. 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 20 days upon issuance of NTP and PO.
- 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.

c. 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.

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**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 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:**

  
**RICHARD DENNIS L. YAP, RN**  
 Public Health Nurse Coordinator

**Approved by:**

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

<p>CONFORME:</p>  <hr style="width: 80%; margin: 0 auto;"/> <p style="text-align: center;">Signature over Printed Name</p>  <hr style="width: 80%; margin: 0 auto;"/> <p style="text-align: center;">Date</p>
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*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.*