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 Medical Supplies to be used at the Women's Health Care Program: Cervical Cancer Awareness Lecture and Screening of the City Health Office for 2026 in the City of San Fernando, Pampanga**

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

_____
Company Name

_____
Address

Date : **Feb 10, 2026**

PR No. : **2026-02-00184**

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 16, 2026 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Jannelle T. Vicencio
Administrative Assistant II

Approved by:

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	30	box(s)	Cotton Applicator SMALL Tip Sterile 6" 2sx100's			
2	24	pack(s)	Cotton Balls (300s)			
3	24	box(s)	Face Mask Surgical 3ply 50s			
4	24	box(s)	Gloves latex, powder free (Medium)			
5	24	box(s)	Gloves latex, powder free (Large)			
6	60	box(s)	Microscope Glass Slides with Cover Slip, 7105 (50's per box)			
7	6	gal(s)	Sterilizing Disinfecting Solution (Activated Glutaraldehyde Solution) 5 liters			
8	31	pc(s)	Vaginal Speculum Stainless - SMALL			
9	21	pc(s)	Vaginal Speculum Stainless - MEDIUM			
10	28	pc(s)	Vaginal Speculum Stainless - LARGE			

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Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
				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 Medical Supplies to be used at the Women's Health Care Program: Cervical Cancer Awareness Lecture and Screening of the City Health Office for 2026 in the City of San Fernando, Pampanga

I. BACKGROUND

Cervical cancer is the second most common malignancy and is the most common cause of cancer-related mortality among Filipino women. Although considered as a preventable disease, the burden of cervical cancer in the Philippines remains to be moderately high, where the cost of nationwide organized cytology screening has been a significant limitation.

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.

II. BUDGETARY REQUIREMENT

The budgetary requirement for the **Supply and Delivery of Medical Supplies to be used at the Women's Health Care Program: Cervical Cancer Awareness Lecture and Screening of the City Health Office for 2026 in the City of San Fernando, Pampanga** is included in the **PPMP with the Ref. No. 2026-362** and is already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **EIGTHY THREE THOUSAND EIGHT HUNDRED SIXTY SIX PESOS (Php 83,866.00)**.

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 promote awareness, early detection, and prevention of cervical cancer among women through education and screening activities.
- To educate participants on the causes, risk factors, and warning signs of cervical cancer.
- To encourage women to adopt healthy lifestyle practices that reduce the risk of cervical cancer.
  To provide accessible cervical cancer screening services (e.g., Pap smear or Visual Inspection with Acetic Acid).

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
30	Boxes	Cotton Applicator SMALL Tip Sterile 6" 2sx100's	**MAY 2026**	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
24	Packs	Cotton Balls (300s)		
24	Boxes	Face Mask Surgical 3ply 50s		
24	Boxes	Gloves latex, powder free (Medium)		
24	Boxes	Gloves latex, powder free (Medium)		
60	Boxes	Microscope Glass Slides Plain with Cover Slip 7105 (50s)		
6	Gallons	Sterilizing Disinfecting Solution (Activated Glutaraldehyde Solution) 5L		
31	Pieces	Vaginal Speculum Stainless - SMALL		
21	Pieces	Vaginal Speculum Stainless - MEDIUM		
28	Pieces	Vaginal Speculum - LARGE		

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 2026.**
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.

a. 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 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

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 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 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 Heath 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.*

FOR APPROVAL:

Vaginal Speculum – Small, Medium, and Large

Approved by:

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