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 Hepatitis B Immunoglobulin to be used at the CHO-Birthing Stations for 2026 in the City of San Fernando, Pampanga**

Location of the Project : **City Health Office - Birthing Stations**

_____
Company Name

_____
Address

Date : **Mar 19, 2026**

PR No. : **2026-03-00371**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, March 23, 2026 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Lorraine Kate M. Escoto
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	12	vial(s)	Hepatitis Immunoglobulin Vaccine			
					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 Hepatitis B Immunoglobulin to be used at the CHO-Birthing Stations for 2026 in the City of San Fernando, Pampanga

I. BACKGROUND

The City of San Fernando, Pampanga implements the REPUBLIC ACT No. 10152 "AN ACT PROVIDING FOR MANDATORY BASIC IMMUNIZATION

SERVICES FOR INFANTS AND CHILDREN, REPEALING FOR THE PURPOSE PRESIDENTIAL DECREE No. 996, AS AMENDED"

Hepatitis B immune globulin is made from human plasma containing proteins that protect against the type B form of hepatitis (inflammation of the liver). Hepatitis B immune globulin is used to prevent hepatitis B in people receiving a liver transplant, and in babies born to mothers infected with hepatitis B.

II. BUDGETARY REQUIREMENT

Supply and Delivery of Hepatitis B Immunoglobulin to be used at the CHO-Birthing Stations for 2026 in the City of San Fernando, Pampanga is included in the PPMP with Ref. No. 2026-1070 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of Sixty thousand pesos. (P 60, 000.00)

III. OBJECTIVES

To decrease the incidence of perinatal Hepatitis B transmission and to prevent occurrence of chronic liver diseases in children, by making the HBV and H-Big within the reach of these less fortunate infants of HBsAg positive mothers in the City of San Fernando, Pampanga

IV. TERMS AND CONDITIONS

- Give health teachings regarding the provision of Hepatitis B Immunoglobulin, it's effect on newborns and how to prevent it.
- Babies born to mothers infected with hepatitis B need to be given a dose of the hepatitis B vaccine **within 24 hours of their birth, followed by further doses at 4, 8, 12 and 16 weeks of age**, plus a final dose when they're 1 year old which will be given in health centers.
  Specification/Schedule of Requirements The expiration date of the medicines requested should be at least TWO (2) YEARS OR 24 MONTHS upon delivery and should be in good condition and packaging

a. Specification / Schedule of Requirements:

- The expiration date of the supplies requested should be at least TWO (2) YEARS OR TWENTY-FOUR (24) MONTHS upon delivery and should be in good condition and packaging. In case the expiration date of the supply does not meet the requirement needed, the supplier should replace the supply at least 3 months before its expiration date.

Quantity	Unit	Item Description/ Specification	Delivery Date	Location
12	Vial	Hepatitis B Immunoglobulin vaccine	10 Days upon Issuance of PO and NTP.	CITY HEALTH OFFICE 1st Floor Pharmacy Section

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 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 on 10 Days upon Issuance of PO and NTP.

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.

d. Inspection and Acceptance

The End- user shall inform the CGSO- PSMD of the delivery for the latter to conduct inspection prior to the acceptance of the former.

The supplier/ contractor through the end- user, shall provide the CGSO- PSMD with the proof of delivery and issue delivery receipt or Sales Invoice.

Such documents will be used in notifying the concerned offices on the transaction such as the City Accountant's Office (CAccO) and Commission on Audit (COA) to include the same in the Payables.

VI. DELIVERABLES BY THE PROVIDER AND THE CITY GOVERNMENT

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

a. Provide Hepatitis Immunoglobulin vaccine 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 on the supplier/contractor i.e., 60 days after delivery.

b. End-user shall monitor the delivery of requirements.

c. The Procurement Officer shall assist in the monitoring, delivery and on-time payment on the payment on 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 by:

Bienessa G. Dela Cruz, RN
Birthing Station Nurse Program Coordinator

Noted by:

Jaira P. Natividad, M.D
Women's Healthcare Program
Medical Coordinator

Approved by:

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

CONFORME:

_____
Signature over Printed Name

_____
Date

Note: *The 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.*