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 Transport Box and Ice Pack or Block to be used for the ESU - City Epidemiology and Surveillance Services - Logistics for Specimen Collection 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 : **Apr 6, 2026**

PR No. : **2026-03-00453**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Monday, April 13, 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	20	pc(s)	5-quart FlipLid cover specimen transport box			
2	100	pc(s)	400ml Reusable Ice Packs/ ice block for specimen transport			
					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 Transport Box and Ice Pack or Block to be used for the ESU - City Epidemiology and Surveillance Services - Logistics for Specimen Collection of the City Health Office for 2026 in the City of San Fernando, Pampanga

I. BACKGROUND

Disease surveillance is vital for making informed public health decisions. It helps prioritize actions, plan interventions, and detect epidemics at an early stage. Monitoring disease trends also aids in improving prevention and control efforts. Quality data is essential for understanding health threats, enabling effective interventions and resource management. The Department of Health has put policies in place to strengthen surveillance systems, ensuring timely information is available for action on priority communicable diseases.

II. BUDGETARY REQUIREMENT

The budgetary requirement for the **Supply and Delivery of Transport Box and Ice Pack or Block to be used for the ESU - City Epidemiology and Surveillance Services - Logistics for Specimen Collection of the City Health Office for 2026 in the City of San Fernando, Pampanga** is included in the PPMP with the **Ref. No. 2026-992** and is already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **FIFTY-SEVEN THOUSAND NINE HUNDRED NINETY-TWO PESOS (57,992.00)**.

III. OBJECTIVES

The objectives of **Supply and Delivery of Transport Box and Ice Pack or Block to be used for the ESU - City Epidemiology and Surveillance Services - Logistics for Specimen Collection of the City Health Office for 2026 in the City of San Fernando, Pampanga** are as follows:

• To promptly identify and monitor trends of unusual increases in incidence, outbreaks, and emerging diseases to initiate timely interventions.
• To mobilize and activate Community-Based Surveillance teams to report, investigate, and contain outbreaks.
• To implement control measures to prevent further transmission and reduce impact.
• To collect and analyze data to identify patterns and assess the burden of diseases promptly, serving as a guide for health policies, planning, and resource allocation.
• To provide timely and accurate information to the public, stakeholders, and international partners and encourage community participation in disease prevention and reporting.

I. COVERAGE/SERVICES

The City Health Office, through its Epidemiology and Surveillance Unit, implements disease surveillance and response activities in accordance with the Integrated Disease Surveillance and Response (IDSR) system. These include regular fever surveillance in all puroks across every barangay to support early detection, verification, and timely reporting of priority diseases and conditions. Surveillance data are used to guide appropriate public health actions, including rapid response interventions, to prevent the occurrence of outbreaks, mitigate disease transmission, and protect the health of the community.

IV. TERMS AND CONDITIONS

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

Specifications/Schedule of Requirements

- The items requested should be complete upon delivery and should be in good condition and packaging.

Quantity	Unit	Item Description/ Specification	Delivery Date	Location
20	piece	5-quart FlipLid cover specimen transport box	15 Days upon Issuance of PO and NTP.	Central Storage, New Public Market, Brgy. Del Pilar, CSFP
100	bottles	400ml Reusable Ice Packs/ ice block for specimen transport		

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 **15 Days upon Issuance of PO and NTP.**
- 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.
- 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.

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.

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 medical supplies 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:

SONNY G. BRANZUELA, MD
CESU Manager

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 of the supplier/ contractor*