



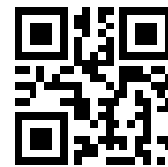
Republic of the Philippines  
Province of Pampanga

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 Wall Fan to be used for the Equipping of the Kayabe Infirmary of the City Health Office in the City of San Fernando, Pampanga**  
Location of the Project : **City Health Office**

\_\_\_\_\_  
Company Name  
Date : **Apr 6, 2026**  
PR No. : **2026-03-00534**  
\_\_\_\_\_  
Address

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:

Approved by:

Joan G. Martin

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	unit(s)	Wall Fan  WALL FAN -16" WALL FAN General Specifications : -Power Input: 60W -16-inch transparent plastic blade -3-speed settings -90 degrees oscillation -3-mode functions -With 7.5-hour timer -Reinforced steel grills			
<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 Wall Fan to be used for the Equipping of the Kayabe Infirmary of the City Health Office in the City of San Fernando, Pampanga**

#### **I. BACKGROUND**

Local Government Units (LGUs) in the Philippines have a mandate to provide basic services, including health services, to their constituents. Establishing an infirmary is a tangible way for the city government to fulfill this responsibility and directly address the health needs of its citizens, especially the indigent.

The establishment of the Kayabe Infirmary is driven by the need to provide accessible and basic healthcare services to the community. Growing population and healthcare demand leads to a greater demand for healthcare services, especially for common ailments and emergencies that don't require the specialized care of a large district or regional hospital.

In terms of accessibility and proximity, major hospitals, while comprehensive, might be located further away or become easily congested. An infirmary serves as a more accessible point of care, particularly for residents in barangays within the city, reducing travel time and costs for basic medical attention. By providing an alternative for minor cases and primary care, an infirmary helps to decongest larger, tertiary hospitals particularly the Jose B. Lingad Memorial General Hospital. This allows the larger hospitals to focus their resources on more critical and complex medical conditions.

Infirmaries often serve as a hub for primary healthcare services and minimal to intermediate care and management in the following areas: medicine, pediatrics, non-surgical obstetrics and Gynecology, and minor surgery. This focus on preventive care and early intervention is crucial for overall community health.

While not equipped for major surgeries, an infirmary can provide immediate first aid and stabilization for emergencies before patients are transferred to a more capable facility if needed. This reduces the burden on emergency services and ensures timely initial care. The infirmary likely complements existing barangay health stations and larger private or public hospitals, creating a more comprehensive and layered healthcare system within the city.

In essence, the establishment of the Kayabe Infirmary is a practical response to the evolving healthcare needs of a growing urban center, aiming to provide more immediate, accessible, and community-focused medical services.

#### **II. BUDGETARY REQUIREMENT**

The budgetary requirement for the Supply and Delivery of Wall Fan to be used for the Equipping of the Kayabe Infirmary of the City Health Office in the City of San Fernando, Pampanga is included in the PPMP with the Ref. No. 2026-1807 and is already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **NINETY THOUSAND PESOS (Php 90,000.00)**.

### III. OBJECTIVES

The objectives of the Supply and Delivery of Wall Fan to be used for the Equipping of the Kayabe Infirmary of the City Health Office in the City of San Fernando, Pampanga are as follows:

- To equip the infirmary with essential medical supplies, equipment, manpower, and a suitable environment for patient care.
- To be equipped to handle medical emergencies and provide first aid, thereby minimizing risks and ensuring a safe environment.
- To reduce healthcare disruption.
- To upgrade the clinical laboratory from level I to level II.
- To provide additional hospital beds.

### IV. 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

QTY	UNIT	ITEM DESCRIPTION / SPECIFICATIONS	DELIVERY DATE	LOCATION
30	UNITS	WALL FAN -16"  WALL FAN General Specifications : -Power Input: 60W -16-inch transparent plastic blade -3-speed settings -90 degrees oscillation -3-mode functions -With 7.5-hour timer -Reinforced steel grills	30 days upon issuance of NTP and PO	Central Storage, New Public Market, Brgy. Del Pilar, CSFP

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 conformed by the supplier/ contractor.
3. If the procurement process reaches the ensuing year, observe that the allowed transaction 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 to supply the requirements upon issuance of DOC.
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)/ Delivery Order Contract (DOC), No Delivery” Policy and comply with the delivery period.
2. The Delivery Period shall be 30 days upon the issuance of NTP and PO, and the contract shall end by December 31, 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.

d. Inspection and Acceptance

1. The CGSO- PSMD shall inspect and accept the delivery provided that all the specifications/description of item requested are complied.
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 the 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 the delivery.
- b. End- user shall monitor the delivery.
- c. The Procurement Officer shall assist in the monitoring and on- time payment of the supplier/ contractor.
- 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:



**CIELO MAE GERARD S. SALONGA, RPh**  
Pharmacist IV / Supply Officer

Approved by:



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

<p>CONFORME:</p> <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> <p style="text-align: center;">Signature over Printed Name</p> <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> <p style="text-align: center;">Date</p>
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**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.*