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, Delivery and Installation of Signages to be used for the Primary Care Facility Program 2026 of the City Health Office in the City of San Fernando, Pampanga**

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

_____
Company Name

_____
Address

Date : **Jun 18, 2026**

PR No. : **2026-06-00891**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Thursday, June 25, 2026 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Joan G. Martin

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	6	set(s)	Philhealth Signages Size: 5ft (width) x 2ft (height) Thickness: 6 inches Color: Pantone 604C (yellow) Material: Panaflex Process: Photographic Printing Mounting Options: Wall Mounted/Hanging/Floor Mounted Lighting: Lighted (using LED or Fluorescent)			
					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, Delivery and Installation of Signages to be used for the Primary Care Facility Program 2026 of the City Health Office 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 and affordable health care goods and services, and are protected against the financial risks associated with public health," as well as to achieve the goal of progressively realizing universal health care in the country. It also intends to protect the health of every Filipino against chronic illnesses and diseases, prevent complications through early detection, and provide access to affordable drugs and medicines.

In line with the above, PhilHealth—one of our partner agencies—has instituted a comprehensive approach to delivering primary care services through the development and implementation of the PhilHealth Yaman ng Kalusugan Program (YAKAP) Package. Additionally, the Department of Health, in close collaboration and partnership with local government units, has developed and implemented strategic public health programs and services beneficial to the general public. These efforts aim to provide both individual and population-based health interventions to improve the overall quality of life of every Filipino.

As stated in DOH Administrative Order No. 2020-0047, entitled "Rules and Regulations Governing the Licensure of Primary Care Facilities in the Philippines," all Primary Care Facilities (PCFs) shall now be regulated and are required to secure a DOH License to Operate (LTO) and remain compliant at all times with the licensing standards and requirements set forth by the HFSRB and FDA.

II. BUDGETARY REQUIREMENT

The budgetary requirement for the **Supply, Delivery and Installation of Signages to be used for the Primary Care Facility Program 2026 of the City Health Office in the City of San Fernando, Pampanga** is included in the PPMP with the **Ref. No. 2026-2149** and is already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount **SIXTY THOUSAND PESOS (60,000.00)**.

III. OBJECTIVES

The objectives of the **Supply, Delivery and Installation of Signages to be used for the Primary Care Facility Program 2026 of the City Health Office in the City of San Fernando, Pampanga** are as follows:

- To support the daily operational, clinical, and administrative functions of the Rural Health Unit (RHU)
- To ensure smooth patient flow and uninterrupted service delivery

IV. COVERAGE/SERVICES

The City Health Office's strategic general objective is to provide highly responsive health care programs and activities to all Fernandino which are available, acceptable and accessible by providing the particulars stated hereunder.

V. TERMS AND CONDITIONS

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

Quantity	Unit	Item Description/ Specification	Delivery Date	Location
6	set(s)	Philhealth Signages Size: 5ft (width) x 2ft (height) Thickness: 6 inches Color: Pantone 604C (yellow) Material: Panaflex Process: Photographic Printing Mounting Options: Wall Mounted/Hanging/Floor Mounted Lighting: Lighted (using LED or Fluorescent)	15 Days upon Issuance of PO and NTP.	RHU 1 to 6 – -Dolores Looban -Sindalan -San Nicolas -San Agustin -Northville phase 1 Calulut -San ISidro

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.

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 item 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:

JAIRA D. NATIVIDAD, MD
OIC-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*