

**TERMS OF REFERENCE  
PNEUMONIA VACCINE FOR  
SANTA MARIA WATER DISTRICT  
EMPLOYEES**

**I. Project Title:**

2021 Pneumonia vaccine program for all Santa Maria Water District Employees (Permanent/Casual/Job Order/Emergency Laborer)

**II. Implementation Date:**

May 2021

**III. Objective**

The Santa Maria Water District (SMWD) intends to have pneumonia vaccines to its employees as a precautionary measure against Corona Virus Disease (COVID-19).

**IV. Project Coverage**

The scope of services covers permanent/casual/Job Order/Emergency Laborer employees of SMWD.

**V. Specifications**

Lot No.	Vaccine	Description	Dosage	Qty.	Unit Price	Total
1	Pneumonia	<ul style="list-style-type: none"> <li>• 13-valent Conjugate Vaccine</li> <li>• FDA Approved</li> </ul>	0.5 ml in a single-dose pre-filled syringe	171	2,500.00	427,500.00

**VI. Requirements:**

1. Delivery of vaccines to SMWD. Supplier must prepare the vaccines within 5 days upon receipt of Notice to Proceed and must coordinate to SMWD contact person on the delivery and schedule.
2. Storage of vaccines during delivery must be maintained.
3. The vaccinators must be a licensed nurse/s and will be provided by the supplier. A photocopy of the PRC license must be submitted prior to the schedule of vaccination.
4. Supplier must be DOH accredited and/or FDA accredited.
5. All materials, medical supplies and other necessary paraphernalia for the Vaccination program shall be provided by the supplier.
6. Supplier is responsible for the disposal of all used materials and articles, especially the needles and syringes.
7. The schedule shall be set as agreed by the supplier and SMWD.
8. Ensure that the Supplier will comply with the SMWD employee's confidentiality and other rules and regulations.

## VII. Qualification Requirements

1. Must be at least five (5) years in operation
2. Mayor's/Business Permit
3. BIR Certificate of Registration
4. Photocopy of Official Receipt

## VIII. Payment Terms


The Supplier shall submit the Statement of Account (SOA) within 10days after the vaccination schedule. In case of any dispute with regard to the SOA, the SMWD shall have three (3) working days from receipt of the SOA to inform the supplier of its protest; otherwise, the SOA shall be considered true and correct.

The Supplier shall be paid via check payment as per billing statement submitted. The amount billed to the SMWD shall be inclusive of tax (2% and 5% for VAT and 2% and 3% for non-VAT).


Prepared by:

  
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RECOMMENDING APPROVAL:

  
JOVITA I. DALMACIO  
*Department Manager*  
Admin, Finance and General Services Dept.

APPROVED BY:

  
ENGR. CARLOS N. SANTOS, JR.  
*General Manager*



# Santa Maria WATER DISTRICT

April 26, 2021

P-RFQ No. 2021-034

## REQUEST FOR QUOTATION

### "SUPPLY AND DELIVERY OF 2021 PNEUMONIA VACCINE FOR ALL EMPLOYEES OF SANTA MARIA WATER DISTRICT"

The Santa Maria Water District (SMWD) hereinafter referred to as "the Purchaser", through its Bids and Awards Committee (BAC), invite interested parties to submit price quotation for the project, "**SUPPLY AND DELIVERY OF 2021 PNEUMONIA VACCINE FOR ALL EMPLOYEES OF SANTA MARIA WATER DISTRICT**" through Small Value Procurement (Sec. 53.9 of R.A. No. 9184) with Approved Budget for the Contract (ABC) of Four Hundred Twenty-Seven Thousand Five Hundred Pesos Only (**P427, 500.00**).

	Description	Qty	Unit	Unit Cost	Total Amount
1	<b>PNEUMONIA VACCINE</b> Description :13-valent Conjugate Vaccine Dosage: 0.5 ml in a single-dose pre-filled syringe FDA Approved	171	Pre-filled syringe		
	***nothing follows*** PLEASE QUOTE FOR FIVE (5) YEARS AND FOR LIFETIME				

All items listed under the purchaser's specifications must be complied on a pass-fail basis.

Failure to meet any one of the requirements will result to rejection. Likewise, it is understood that Purchaser's specifications are minimum requirements. The Bidder/Supplier may offer higher specifications or additional items, if any.

Procurement procedures will be conducted in accordance with the provisions of the Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (Government Procurement Reform Act).

It is the intent of the Purchaser to evaluate the quotation for the item and award will be made to the quotation resulting in the overall lowest cost. Contract Award will be made to the lowest evaluated quotation meeting purchaser's technical specifications.

Likewise, in accordance with Section 54.6 and Appendix A of Annex "H" (Consolidated Guidelines for the Alternative Methods of Procurement) of the IRR of RA No. 9184, the supplier shall provide the following documentary requirements as a **condition for award** of the contract:





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1. Must be at least five (5) years in operation
2. PhilGEPS Registration Number; and
3. Mayor's/Business Permit.
4. Photocopy of Sample Official Receipt (OR)
5. Photo Copy of PRC license
6. Duly Notarized Omnibus Sworn Statement.
7. BIR Certificate Registration

Your prices must be quoted in Philippine Peso and must include the unit price and total price, inclusive of all taxes to be paid and other incidental cost to the delivery site if the contract is awarded.

All quotations may be typewritten or handwritten and may be placed in sealed envelope marked **"SUPPLY AND DELIVERY OF 2021 PNEUMONIA VACCINE FOR ALL EMPLOYEES OF SANTA MARIA WATER DISTRICT"** (RFQ No. 2021-034) and must be submitted on or before **April 30, 2021, 11:00AM** at the SMWD main office. It may also be sent thru email on our official email address at [smwdbulacan@yahoo.com](mailto:smwdbulacan@yahoo.com) on the specified time stated above and address to the General Manager, Engr. Carlos N. Santos Jr.

Quotations shall be valid for thirty (30) calendar days from the deadline of submission of the same.

- (1) The delivery of vaccines to SMWD. The supplier must prepare the vaccines within 5 days upon receipt of Notice to Proceed (NTP) and must be coordinate to the SMWD contact person on the delivery and schedule
- (2.) Storage of vaccines during delivery must be maintained.
- (3) The vaccinators must be a licensed nurse/s and will be provided by the supplier.
- (4.) Supplier must be DOH accredited and/or FDA accredited
- (5.) All materials, medical supplies and other necessary paraphernalia for the vaccination program shall be provided by the supplier
- (6) The supplier is responsible for the disposal of all used materials and articles, especially the needles and syringes.
- (7) The schedule shall be set as agreed by the supplier and the SMWD

For payment terms, the supplier shall submit the Statement of Account (SOA) within 10 days after the vaccination schedule. The supplier shall be paid via check payment as per billing statement submitted. The amount billed to the SMWD shall be inclusive of tax (2% and 5% for VAT and 2% and 3% for non-VAT)

The prospective supplier shall submit the following:

- a) Duly accomplished Quotation Form (*Attachment A*); and
- b) Brochures of the items offered, if any.

The Santa Maria Water District reserves the right to accept or reject any quotation, and to annul the procurement process and reject all quotations at any time prior to Contract award, without thereby incurring any liability to the



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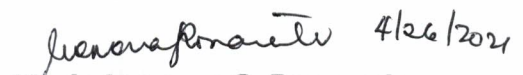
affected supplier or suppliers. SMWD also reserves the right to waive any required formality in the proposals received, and select the proposal which it determines to be the most advantageous to the government.

Prepared by:

 4/24/21

**Romel P. Lazaga**  
**Procurement Assistant**

Noted by:

 4/26/2021  
**Maria Leonora S. Romarate**  
**BAC Chairperson**