



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 Medical and Dental Supplies to be used for the Nakangiti ang Kinabukasan, Kapag Kalusugan ay Pinangangalagaan for 2023 at the City College of San Fernando, Pampanga**

Location of the Project : **City College of San Fernando, Pampanga**

Company Name \_\_\_\_\_ Date : **Aug 9, 2023**

PR No. : **2023-08-01736**

Address \_\_\_\_\_

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, August 15, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga**.

Canvassed by: **Lorraine Kate M. Escoto**

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
<b>MEDICAL SUPPLIES</b>						
1	30	pc(s)	Smock Gown Blue-PPE			
2	5	box(s)	Antigen Rapid Test Kit (20pcs)			
3	15	box(s)	Medical Gloves Nitrile Large			
4	10	box(s)	Medical Gloves Nitrile Medium			
5	3	box(s)	Medical Gloves Nitrile Small			
6	25	pack(s)	N-95 Face Mask 100's			
7	15	box(s)	3ply Disposable Surgical Facemask 50's			
8	4	box(s)	Gauze Bandage 2x10			
9	10	box(s)	Methyl Salicylate Methol Topical Patch			
10	56	gal(s)	70% Isopropyl Alcohol			
11	14	btl(s)	Isopropyl Alcohol Spray 330ml			



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<b>Item No.</b>	<b>Qty</b>	<b>Unit</b>	<b>Item Description</b>	<b>Remarks</b>	<b>Unit Price</b>	<b>Total</b>
12	1	pc(s)	Snellen Chart			
13	2	unit(s)	Thermal Scanner with Alcohol Dispenser			
14	6	unit(s)	Pulse Oximeter			
15	3	unit(s)	Baxtel Heavy Duty Sphygmomanometer Aneroid			
16	2	set(s)	Medical Oxygen Regulatory Heavy Duty Set with Nasal Cannula			
17	2	unit(s)	Adjustable Wrench with Rubber Handle (Heavy duty)			
18	6	pack(s)	Nebulizing Kit with Mask			
19	2	pc(s)	Infrared Gun Digital Thermometer Adult			
20	4	pc(s)	Bedsheet White in color, Queen size			
21	4	pc(s)	Flat sheet (Kumot) white, queen size			
22	6	pc(s)	Pillowcase Cotton White, 20x30 in size			
23	6	pc(s)	Pillow Polyester White / Light Blue, heavy duty. 20x30 in size			
24	6	pack(s)	White Cotton Face Towel			
25	38	bag(s)	Cotton Balls (300 balls)			
26	6	box(s)	Medical Plaster Strips Adhesive Antiseptic Bandage Band Aide			
27	7	btl(s)	Povidone-Iodine, 120ml			
28	6	btl(s)	Hydrogen Peroxide, 120ml			
29	3	btl(s)	Hypromellose Eye Drop			
30	12	btl(s)	Essential Eucalyptus Oil, 20ml			
31	20	pc(s)	Syringe, 3ml			



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<b>Item No.</b>	<b>Qty</b>	<b>Unit</b>	<b>Item Description</b>	<b>Remarks</b>	<b>Unit Price</b>	<b>Total</b>
32	20	pc(s)	Syringe, 5ml			
33	20	pc(s)	Syringe, 10ml			
34	1	unit(s)	Compressor Nebulizer (Heavy Duty)			
35	15	pc(s)	Disposable Soft Cotton Cleaning Wipe Tissue Roll			
36	1	unit(s)	Bondage Scissor			
37	5	set(s)	Glucometer Set with Strips (50 strips)			
38	4	tank(s)	Oxygen Refill			
39	8	btl(s)	Disinfectant Spray, 510grams			
40	3	container(s)	Stainless Cotton Ball Container (10cm)			
41	2	pc(s)	Digital LCD Weighing Scale with Battery			
42	15	pack(s)	Nasal Oxygen Cannula for Adult			
<b>DENTAL SUPPLIES</b>						
43	1	box(s)	Oral Prophy Brush, 100's			
44	10	gram(s)	Oral Prophylaxis Pastement, 50g			
45	2	mtr(s)	Dental Floss, 50m			
46	10	pack(s)	Saliva Ejector Tip			
47	20	box(s)	Toothpaste			
48	5	gram(s)	Light Cured Hybrid Composite Resin A2, 4grams			
49	5	gram(s)	Light Cured Hybrid Composite Resin A3, 4grams			
50	5	gram(s)	Light Cured Hybrid Composite A3.5, 4grams			
51	5	gram(s)	Flowable Light Cured Composite Resin A3			
52	5	gram(s)	Flowable Light Cured Composite Resin A3.5			



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<b>Item No.</b>	<b>Qty</b>	<b>Unit</b>	<b>Item Description</b>	<b>Remarks</b>	<b>Unit Price</b>	<b>Total</b>
53	2	box(s)	Dental Celluloid Strips, 50pcs			
54	2	box(s)	Stainless Steel Tofflemire Type Matrix Bands			
55	2	pc(s)	Handpiece Oil Lubricant Spray, 330ml			
56	4	pack(s)	Transparent Dental Intraoral Camera Endoscope Pen Plastic			
57	10	pc(s)	Diamond Burs Round Type			
58	10	pc(s)	Diamond Burs Straight Type			
59	75	pack(s)	Inter-Folded Pop-up Tissue Pulls Toilet Paper			
60	10	btl(s)	Distilled Water, 7 liters			
61	10	pack(s)	Disposable Plastic Cups (50pcs)			
62	10	pc(s)	Diamond Burs Inverted			
63	5	pc(s)	Carbide Burs Round Type			
64	5	pc(s)	Carbide Burs Tapered Type			
65	2	gram(s)	Light Cured Calcium Hydroxide Paste Dental Base Cavity Liner, 2g syringe			
66	2	gram(s)	GC Fuji Gold Label HS Posterior Extra (15g powder, 8g liquid)			
67	1	gram(s)	Zinc Oxide Eugenol (Powder Liquid)			
68	2	box(s)	Denject Dental Needles, 27g/short			
69	2	box(s)	Denject Dental Needles, 27g/long			
70	5	box(s)	Zeyco Lidocaine HCL with Epinephrine (50 cartridge/box)			
71	3	box(s)	Tudor Suture Silk 3-0 cutting			
72	1	set(s)	Polishing Burs			



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Location of the Project : **City College of San Fernando, Pampanga**

Item No.	Qty	Unit	Item Description	Remarks	Unit Price	Total
73	8	btl(s)	Povidone-Iodine Gargle, 500ml			
74	10	btl(s)	0.9% Sodium Chloride, 500ml			
<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 MEDICAL AND DENTAL SUPPLIES TO BE USED FOR THE NAKANGITI ANG KINABUKASAN, KAPAG KALUSUGAN AY PINAGALAGAAN FOR 2023 AT THE CITY COLLEGE OF SAN FERNANDO PAMPANGA

#### I.BACKGROUND

Medical and Dental health plays an important role in our well-being. Several diseases can cause health problems affecting the overall function of the body. They may range in severity from a simple pain to a moderate inflammation, or up to a severe health condition. Medical and Dental diseases may cause pain and compromise our ability to function properly. However, most of the medical and dental health problems can be prevented with simple measures such as following preventive medical assessment, proper oral hygiene and regular consultation. In line with this, the City College aims to constantly monitor students and faculty medical and dental health status to prevent further destruction and complex diseases.

As part of the road towards our vision for social development where citizens live in a healthy, safe and sustainable environment", the City College ensures that the students excel both in academic and in their personal life.

#### II.BUDGETARY REQUIREMENT

The Budgetary Requirement for the Supply and Delivery of Medical and Dental Supplies to be used for the Nakangiti ang Kinabukasan, Kapag Kalusugan ay Pinangalagaan for 2023 at the City College of San Fernando Pampanga is included in the PPMP with Ref No. 2023-2896 and already included in the Annual Procurement Plan (APP) of the City Government, which is in the amount of **FIFTY THOUSAND TWENTY PESOS ONLY (PHP 50,020.00)**.

#### III.OBJECTIVES

The objectives of the Supply and Delivery of Medical and Dental Supplies to be used for the Nakangiti ang Kinabukasan, Kapag Kalusugan ay Pinangalagaan for 2023 at the City College of San Fernando Pampanga are as follows:

1. To alleviate symptoms that may arise due to health conditions, injuries and infections.
2. To prevent further destruction of soft and hard tissues of the oral cavity
3. To reduce the prevalence rate of dental caries and periodontal disease.
4. To provide preventive, curative and promotive medical and dental health care.

#### 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
<b>MEDICAL SUPPLIES</b>				
30	pc(s)	Smock Gown Blue-PPE	July – September 2023	CGSO – Central Storage
5	box(s)	Antigen Rapid Test Kit (20pcs)	July – September 2023	CGSO – Central Storage



15	box(s)	Medical Gloves Nitrile Large	July - September 2023	CGSO - Central Storage
10	box(s)	Medical Gloves Nitrile Medium	July - September 2023	CGSO - Central Storage
3	box(s)	Medical Gloves Nitrile Small	July - September 2023	CGSO - Central Storage
25	pack(s)	N-95 Face Mask 100's	July - September 2023	CGSO - Central Storage
15	box(s)	3ply Disposable Surgical Facemask 50's	July - September 2023	CGSO - Central Storage
4	box(s)	Gauze Bandage 2x10	July - September 2023	CGSO - Central Storage
10	box(s)	Methyl Salicylate Methol Topical Patch	July - September 2023	CGSO - Central Storage
56	gal(s)	70% Isopropyl Alcohol	July - September 2023	CGSO - Central Storage
14	btl(s)	Isopropyl Alcohol Spray 330ml	July - September 2023	CGSO - Central Storage
1	pc(s)	Snellen Chart	July - September 2023	CGSO - Central Storage
2	unit(s)	Thermal Scanner with Alcohol Dispenser	July - September 2023	CGSO - Central Storage
6	unit(s)	Pulse Oximeter	July - September 2023	CGSO - Central Storage
3	unit(s)	Baxtel Heavy Duty Sphygmomanometer Aneroid	July - September 2023	CGSO - Central Storage
2	set(s)	Medical Oxygen Regulatory Heavy Duty Set with Nasal Cannula	July - September 2023	CGSO - Central Storage
2	unit(s)	Adjustable Wrench with Rubber Handle (Heavy duty)	July - September 2023	CGSO - Central Storage
6	pack(s)	Nebulizing Kit with Mask	July - September 2023	CGSO - Central Storage
2	pc(s)	Infrared Gun Digital Thermometer Adult	July - September 2023	CGSO - Central Storage
4	pc(s)	Bedsheet White in color, Queen size	July - September 2023	CGSO - Central Storage
4	pc(s)	Flat sheet (Kumot) white, queen size	July - September 2023	CGSO - Central Storage
6	pc(s)	Pillowcase Cotton White, 20x30 in size	July - September 2023	CGSO - Central Storage
6	pc(s)	Pillow Polyester White / Light Blue, heavy duty. 20x30 in size	July - September 2023	CGSO - Central Storage
6	pack(s)	White Cotton Face Towel	July - September 2023	CGSO - Central Storage
38	bag(s)	Cotton Balls (300 balls)	July - September 2023	CGSO - Central Storage
6	box(s)	Medical Plaster Strips Adhesive Antiseptic Bandage Band Aide	July - September 2023	CGSO - Central Storage
7	btl(s)	Povidone-Iodine, 120ml	July - September 2023	CGSO - Central Storage

6	btl(s)	Hydrogen Peroxide, 120ml	July - September 2023	CGSO - Central Storage
3	btl(s)	Hypromellose Eye Drop	July - September 2023	CGSO - Central Storage
12	btl(s)	Essential Eucalyptus Oil, 20ml	July - September 2023	CGSO - Central Storage
20	pc(s)	Syringe, 3ml	July - September 2023	CGSO - Central Storage
20	pc(s)	Syringe, 5ml	July - September 2023	CGSO - Central Storage
20	pc(s)	Syringe, 10ml	July - September 2023	CGSO - Central Storage
1	unit(s)	Compressor Nebulizer (Heavy Duty)	July - September 2023	CGSO - Central Storage
15	pc(s)	Disposable Soft Cotton Cleaning Wipe Tissue Roll	July - September 2023	CGSO - Central Storage
1	unit(s)	Bondage Scissor	July - September 2023	CGSO - Central Storage
5	set(s)	Glucometer Set with Strips (50 strips)	July - September 2023	CGSO - Central Storage
4	tank(s)	Oxygen Refill	July - September 2023	CGSO - Central Storage
8	btl(s)	Disinfectant Spray, 510grams	July - September 2023	CGSO - Central Storage
3	container(s)	Stainless Cotton Ball Container (10cm)	July - September 2023	CGSO - Central Storage
2	pc(s)	Digital LCD Weighing Scale with Battery	July - September 2023	CGSO - Central Storage
15	pack(s)	Nasal Oxygen Cannula for Adult	July - September 2023	CGSO - Central Storage
<b>DENTAL SUPPLIES</b>				
1	box(s)	Oral Prophy Brush, 100's	July - September 2023	CGSO - Central Storage
10	gram(s)	Oral Prophylaxis Pastement, 50g	July - September 2023	CGSO - Central Storage
2	mtr(s)	Dental Floss, 50m	July - September 2023	CGSO - Central Storage
10	pack(s)	Saliva Ejector Tip	July - September 2023	CGSO - Central Storage
20	box(s)	Toothpaste	July - September 2023	CGSO - Central Storage
5	gram(s)	Light Cured Hybrid Composite Resin A2, 4grams	July - September 2023	CGSO - Central Storage
5	gram(s)	Light Cured Hybrid Composite Resin A3, 4grams	July - September 2023	CGSO - Central Storage
5	gram(s)	Light Cured Hybrid Composite A3.5, 4grams	July - September 2023	CGSO - Central Storage
5	gram(s)	Flowable Light Cured Composite Resin A3	July - September 2023	CGSO - Central Storage



5	gram(s)	Flowable Light Cured Composite Resin A3.5	July - September 2023	CGSO - Central Storage
2	box(s)	Dental Celluloid Strips, 50pcs	July - September 2023	CGSO - Central Storage
2	box(s)	Stainless Steel Tofflemire Type Matrix Bands	July - September 2023	CGSO - Central Storage
2	pc(s)	Handpiece Oil Lubricant Spray, 330ml	July - September 2023	CGSO - Central Storage
4	pack(s)	Transparent Dental Intraoral Camera Endoscope Pen Plastic	July - September 2023	CGSO - Central Storage
10	pc(s)	Diamond Burs Round Type	July - September 2023	CGSO - Central Storage
10	pc(s)	Diamond Burs Straight Type	July - September 2023	CGSO - Central Storage
75	pack(s)	Inter-Folded Pop-up Tissue Pulls Toilet Paper	July - September 2023	CGSO - Central Storage
10	btl(s)	Distilled Water, 7 liters	July - September 2023	CGSO - Central Storage
10	pack(s)	Disposable Plastic Cups (50pcs)	July - September 2023	CGSO - Central Storage
10	pc(s)	Diamond Burs Inverted	July - September 2023	CGSO - Central Storage
5	pc(s)	Carbide Burs Round Type	July - September 2023	CGSO - Central Storage
5	pc(s)	Carbide Burs Tapered Type	July - September 2023	CGSO - Central Storage
2	gram(s)	Light Cured Calcium Hydroxide Paste Dental Base Cavity Liner, 2g syringe	July - September 2023	CGSO - Central Storage
2	gram(s)	GC Fuji Gold Label HS Posterior Extra (15g powder, 8g liquid)	July - September 2023	CGSO - Central Storage
1	gram(s)	Zinc Oxide Eugenol (Powder Liquid)	July - September 2023	CGSO - Central Storage
2	box(s)	Denject Dental Needles, 27g/short	July - September 2023	CGSO - Central Storage
2	box(s)	Denject Dental Needles, 27g/long	July - September 2023	CGSO - Central Storage
5	box(s)	Zeyco Lidocaine HCL with Epinephrine (50 cartridge/box)	July - September 2023	CGSO - Central Storage
3	box(s)	Tudor Suture Silk 3-0 cutting	July - September 2023	CGSO - Central Storage
1	set(s)	Polishing Burs	July - September 2023	CGSO - Central Storage
8	btl(s)	Povidone-Iodine Gargle, 500ml	July - September 2023	CGSO - Central Storage
10	btl(s)	0.9% Sodium Chloride, 500ml	July - September 2023	CGSO - Central Storage

a. 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.

b. 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 from July to September 2023.
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.

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 the medical and dental supplies with the stated specifications 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.

- c. Evaluate the performance of the supplier/ contractor and in case there is a violation to the Contract/ Agreement, prepare a Verified Report.

Prepared by:

  
**MARK ANTHONY P. TALUBAN, D.M.D**  
OIC-Medical/Dental Clinic

Date	CONFORME:
Signature over Printed Name	
Date	

Approved by:

  
**ATTY. GLORIA J. VICTORIA-BAÑAS, DPA, CESO V**  
College Administrator / President

*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.*