



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 Dental Equipment for the Dental Services Program of the City Schools Division of San Fernando, Pampanga**  
Location of the Project : **Department of Education - City of San Fernando, Pampanga**

Company Name

Date : **Aug 9, 2023**

PR No. : **2023-08-01744**

Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Wednesday, August 16, 2023 10:00 AM** at **CGSO Building, New Public Market, Del Pilar, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

Rachelle M. Pangilinan

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	1	package(s)	Dental Chair and Installation -High/Low speed hand piece connector -9 memory position functions -3-way syringe -LED sensor operation lamp -LED 220V 50HZ/110V 60 HZ -2 set suction and saliva ejector system -auto spittoon flushing u filler control -rotatable ceramic spittoon -built-in water purified system -24V DC motor for chair -Doctor's Stool			
2	2	unit(s)	Light Curing Machine			
3	2	unit(s)	Heavy duty Portable Ultrasonic Scalers			
4	1	unit(s)	Compressor (2 horse power)			
5	4	unit(s)	Heavy Duty High Speed Handpiece			
6	1	unit(s)	Heavy Duty Low speed Micromotor			



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Location of the Project : **Department of Education - City of San Fernando, Pampanga**

<b>Item No.</b>	<b>Qty</b>	<b>Unit</b>	<b>Item Description</b>	<b>Remarks</b>	<b>Unit Price</b>	<b>Total</b>
7	2	unit(s)	Portable Suction Machine			
8	1	unit(s)	Water Canister (tank)			
<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

### Provision of Dental Equipment for the Dental Services Program of the City Schools Division of City of San Fernando, Pampanga

#### I.BACKGROUND / RATIONALE

With the alarming percentage of oral health problems among Fernandino students, the need for essential dental equipment is a must. Tooth decay and gum diseases can weaken body defenses and serve as portals of entry to other more serious and potential dangerous systemic diseases, and infections. Poor oral health poses a detrimental effect on school performance.

#### II.METHODOLOGY:

A Dental Chair is a specially designed medical device intended to support a patient's body when a dental procedure is being performed on them. The electrically operational chair comes with a water line, micromotor, compressed air, and is retractable as per the dentist's requirements during a procedure. The equipment comes with a seat where the dentist sits while working on the patient.

#### III.OBJECTIVE:

To be able to render quality oral health care through basic Promotive, Preventive, and Curative Dental treatment measures with the use of the equipment for all Public Elementary and Integrated School Students.

#### IV.BUDGETARY REQUIREMENT

The budgetary requirement for the Provision of Dental Equipment for the Dental Services Program of the City Schools Division of City of San Fernando Pampanga **NINE HUNDRED SIXTY FIVE THOUSAND PESOS ONLY. (P965,000.00)**

#### I. TERMS AND CONDITIONS:

**Dental Chair and its accessories will be installed in a room in the Division Training Center, Brgy. San Isidro, City of San Fernando, Pampanga**

##### a. Specifications/ Schedule of Requirements:

Unit	Item Description / Specification	Quantity	Unit Cost	Total Cost
Unit	<b>Dental Chair and Installation</b> (high/low speed hand piece connector, 9 memory position functions, 3-way syringe, LED sensor operation lamp, LED220V 50HZ/110V 60HZ, 2 SET suction and saliva ejector system, auto spittoon flushing u filler control, rotatable ceramic spittoon, built-in water purified system, 24V DC motor for chair, doctor's stool.	1	600,000.00	600,000.00

Units	Light Curing Machine (Dentsply)	2	50,000.00	100,000.00
Units	Heavy Duty Portable Ultrasonic Scalers (Cavitron)	2	70,000.00	140,000.00
Unit	Compressor ( 2 Horse Power)	1	30,000.00	30,000.00
Unit	Heavy Duty High-Speed Handpiece	4	15,000.00	60,000.00
Unit	Heavy Duty Low-Speed Micromotor	1	15,000.00	15,000.00
Units	Portable Suction Machine	1	7,000.00	14,000.00
Unit	Water Canister ( Tank )	1	6,000.00	6,000.00
	TOTAL		P	965,000.00

## 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 PO/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. Coordination with the supplier/ contractor shall be the function of the CGSO- PMD as its mandate.
3. Comply with the right quantity and specifications.
4. On-site Delivery because it needs to be installed in a room.

### c. Inspection and Acceptance

1. The CGSO- PSMD shall be present during the delivery and installation.
2. The supplier/contractor shall 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.

**B. DELIVERABLES BY THE SUPPLIER/ CONTRACTOR AND THE CITY GOVERNMENT**

The deliverables of the supplier/ contractor shall be as follows:

- a. Strictly follow the specifications and timely provision of requirements based on the delivery schedule.
- b. Issue sales invoice.

The deliverables of the Schools Division Office 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:

**EUFROCINA LELANIE A. FERNANDEZ**  
Administrative Officer IV + Supply Unit

Approved by:

**LEONARDO D. ZAPANTA, EdD, CESO V**  
Schools Division Superintendent

CONFORME:
Signature over Printed Name

\_\_\_\_\_  
Date

*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.*