



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 Kits to be used for the Dental Health Program (Ngiting Fernandina) of the City Health Office for 2025 in the City of San Fernando, Pampanga**

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

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

Date : **Jan 28, 2025**


PR No. : **2025-01-00109**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **Tuesday, February 4, 2025 10:00 AM** at **CGSO Building, City Civic Center, Alasas, City of San Fernando, Pampanga**.

Canvassed by:

Approved by:

Monalyn M. Aquino  
Administrative Aide VI (Buyer II)

  
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	120	kit(s)	Dental Kits Inclusion: 2-Toothbrush (Medium for Adult) 1-Toothpaste (145ml - Tube) 1-Mouthwash (250ml) 1-Dental Floss 1-Dental Bag Transparent (25x25x9 cm)			
<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 Dental Kits to be used for the Dental Health Program (Ngiting Fernandina) of the City Health Office for 2025 in the City of San Fernando, Pampanga**

#### **I. BACKGROUND**

Even with the continuous threat of COVID-19, the community's oral health and needs remain a concern. Most of the country's healthcare services are directed toward addressing and combatting COVID-19. However, it is still essential to make dental care and health care packages available so as to counter rising dental problems in the community.

The dental hygiene kit provision intends to enhance and surveil the oral hygiene state of Fernandinos. Along with this, it also targets to accentuate why good oral hygiene is crucial in preventing the further rise of dental caries and other serious illnesses related to dental concerns.

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

The budgetary requirement for this **Supply and Delivery of Dental Kits to be used for the Dental Health Program (Ngiting Fernandina) of the City Health Office for 2025 in the City of San Fernando, Pampanga** is included in the **PPMP with the reference no. 2025-1547** and already included in the Annual Procurement Plan (APP) of the City Government which is in the amount of **SIXTY-SIX THOUSAND SIX HUNDRED PESOS (PHP 66,600.00)**.

#### **III. OBJECTIVES**

The objectives of the **Supply and Delivery of Dental Kits to be used for the Dental Health Program (Ngiting Fernandina) of the City Health Office for 2025 in the City of San Fernando, Pampanga** are as follows:

- To promote the importance of good oral hygiene.
- To provide quality dental services to target population.
- To reduce incidence and prevalence of dental caries among Fernandino children.

#### **IV. TERMS AND CONDITIONS**

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

**\*All dental kit inclusion should be properly packed in transparent dental bag**

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

QTY	UNIT	ITEM DESCRIPTION / SPECIFICATIONS	DELIVERY DATE	LOCATION
120	KITS	<ul style="list-style-type: none"> <li>Dental Kits Inclusion:               <ul style="list-style-type: none"> <li>2-Toothbrush (Medium for Adult)</li> <li>1-Toothpaste (145ml - Tube)</li> <li>1-Mouthwash (250ml)</li> <li>1-Dental Floss</li> <li>1-Dental Bag Transparent (25x25x9 cm)</li> </ul> </li> </ul>	FEBRUARY 2025	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 on **FEBRUARY 2025**
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.

  
**LADY G. SASON, DMD**  
Dental Services Coordinator

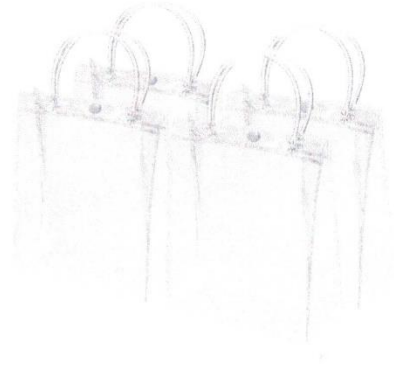
Approved by:

  
**ROWENA L. SALAS, MD**  
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 .

SAMPLE PICTURE



Approved by:

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