



REQUEST FOR QUOTATION

Date: 18 March 2023

RFQ No.: R1 100-23-02-266

Name of Company: _____

Address: _____

Name of Store/Shop: _____

Address: _____

TIN: _____

PhilGEPS Registration Number: _____


The City Government of Pasig, through the Bids and Awards Committee (BAC), intends to procure **Preventive Maintenance and Calibration of Various Molecular Laboratory Equipment (Lot 2 & 4) for the Molecular Laboratory – Pasig City Children’s Hospital** with an Approved Budget for the Contract (ABC) of **Php 465,000.00**, in accordance with **Section 53.9** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184. Please quote your best offer for the item in the table below.

The Project shall be awarded as One Project having several items grouped into several lots, which shall be awarded as separate contracts per lot. Quotations received exceeding the total Approved Budget for the Contract shall be rejected.

Item No.	Item Description	Brand Name* <small>(PLEASE DO NOT LEAVE BLANK)</small>	QTY	UOM	Approved Budget		Price Offer	
					Unit Cost	Total Cost	Unit cost	Total Cost
Lot 2								
2	Haier -80 Freezer, - Serial No: - BE0FR3G1T00QGK2T001		1	unit	45,000.00	45,000.00		
3	Haier -25 Freezer, - Serial No: - BE02QEE0N00QELF0208 BE02QEE0N00QEL5E0011		2	units	45,000.00	90,000.00		
4	Haier Refrigerator, - Serial No: - BE06MUE1T00QEL3E0071 BE06MUE1T00QEL3E0009		2	units	45,000.00	90,000.00		
5	Airtech PCR Cabinet, - Serial No: - AT1832038		1	unit	45,000.00	45,000.00		
6	Haier Biosafety Cabinet, - Serial No: - BE02VPE0N00QHK3L0007		1	unit	45,000.00	45,000.00		
LOT 4								
10	Biorad CFX96 Real Time PCR Machine, - Serial No: - 785BR23184/CT044997 - 785BR23420/CT044853 - 787BR15080/BR203788		3	units	50,000.00	150,000.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.				Total	465,000.00			
DELIVERY TERM: Please refer to the Terms of Reference.								

Caruncho Avenue, Brgy. San Nicolas, Pasig City, Philippines 1600

(02) 8643-1111 * (02) 8641-1111 loc 1461 * bidsandawards@pasigcity.gov.ph *

 pasigcity.gov.ph

**Indicate the BRAND NAME and its specific MODEL to be offered or attach a BROCHURE for the offered item; items such as equipment, devices, electronics, machines, drugs, medicines, medical supplies must be branded or at the very least, manufacturer shall be indicated.*

Submit this Quotation (Accomplished and duly signed by the Owner or the respective Authorized Representative indicated in the Secretary's Certificate/Special Power of Attorney) not later than the closing date specified in the Bid Notice Abstract posted in PhilGEPs website along with the following documents:

- **Mayor's/Business Permit** (or a recently expired Mayor's/Business permit together with the official receipt as proof that the prospective bidder has applied for renewal within the period prescribed by the concerned local government unit subject to submission of the Mayor's Permit before the award of contract)
- **PhilGEPs Registration Number**
- **Income Tax Returns** (Annual Income Tax Return of the preceding tax year) OR Business Tax Returns (Value Added Tax or Percentage tax return covering the previous six months)¹
- Accomplished and notarized **Omnibus Sworn Statement**
([https://www.gppb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement\(Revised\).docx](https://www.gppb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement(Revised).docx))
- **Proof of Authorization: Secretary's Certificate** if corporation, or **Special Power of Attorney**, if individual.

ADDITIONAL REQUIREMENTS:

For Procurement of Drugs and Medicines:

Documents from the Food and Drug Administration (FDA):

- a. Certificate of Product Registration;
- b. Certificate of Good Manufacturing Practice;
- c. License to Operate;
- d. Batch Release Certificate (*for vaccines, toxoids and immunoglobulins only*) [*to be submitted upon delivery*]; and
- e. Certificate of Analysis (*for anesthesia and antibiotics*) [*to be submitted upon delivery*].

If the Supplier is not the Manufacturer, a certification from the Manufacturer that the supplier is an authorized distributor/dealer of the products/items.

Please submit the accomplished Quotation and required documents on or before the deadline of submission at the Bids and Awards Committee (BAC) through the **Procurement Management Office (BAC Secretariat Office), 4th Floor, Pasig City Hall, San Nicolas, Pasig City**.

All documents should be submitted in a sealed brown envelope addressed to the "Bids and Awards Committee, 4th Floor, Pasig City Hall", and properly marked with the Project Title as provided herein.

For any clarification, you may contact us at telephone no. (02) 8641-1111 / (02) 8643-1111 loc. 1461 or email address at bidsandawards@pasigcity.gov.ph





ATTY. PONCE MIGUEL D. LOPEZ


Officer in Charge, Procurement Management Office

I hereby certify that I have read and agree to this Request for Quotation and its Terms of Reference (if any). I further certify that the products to be delivered will conform to the specifications stated in the Item Description and I hereby agree to the Terms of Delivery indicated in the submitted form.

¹Sections 3.2 and 3.3 of Revenue Regulation No. 3-2005.

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Conforme:

Signature over Printed Name

Position

Duly authorized to sign quotation/offer for and on behalf of _____
(Please indicate Company Name)

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**TERMS OF REFERENCE FOR REPAIR AND PREVENTIVE MAINTENANCE OF
VARIOUS MEDICAL EQUIPMENT 2023**
Pasig City Children's Hospital – Molecular Laboratory

The winning bidder/service provider shall:

1. Conduct Preventive Maintenance according to the protocol of Pasig City Children's Hospital – Molecular Laboratory Department.
2. Preventive Maintenance includes, but is not limited to: (1) general functional check-up of all the parts of the equipment (2) calibration, (3) repair, (4) cleaning, and (5) recommendation to replace parts.
3. Provide Technical Service Report, Certificate of Calibration, and/ or Certificate of Preventive Maintenance duly signed by a license equipment engineer upon rendering of service.
4. Provide Pasig City Children's Hospital – Molecular Laboratory Department, the list of tools and instruments that will be used for calibrating the equipment and certification that the equipment is maintained and calibrated in accordance with International Safety Standards.
5. Respond to emergency calls for repair of equipment via phone call, SMS, remote resolution, or onsite from the date of signing the contract/ purchase order until the end of the current year. For corrective maintenance service, in cases of emergency, the winning bidder/service provider should respond within twenty-four (24) hours upon notice.
6. Abide by and cause its personnel to comply with any laws, rules, and regulations applicable to its operations as well as with all existing policies, guidelines, and hospitals regulations issued by Pasig City Children's Hospital – Molecular Laboratory Department or any of its Hospital Department including office orders issued in relations to the service under this contract.
7. Administer emergency treatment and diagnostics in the event the winning bidder/service provider's personnel is injured in the course of duty. If after investigation by PCCH, it was found that the proximate cause of the injury was:
 - a. The fault, negligence or non-compliance to any rules, regulation or protocol by the service provider's personnel. The winning bidder/service provider shall pay for the emergency treatment, diagnostics rendered and other hospital bills incurred by its personnel.
8. Terms of Delivery Service: Must conduct Preventive Maintenance/ Calibration within 30 days upon the date of signing the contract/ purchase order.
9. For every service rendered, the winning bidder/service provider shall charge Pasig City the service price consistent with the approved and agreed pricing during the bidding.

Prepared by:

Mary Cris T. Mitra, RMT, MLS (ASCP)
Medical Technologist

Noted by:

Sarah Jane L. Datay-Lim, MD, FPSP
Chairman, Department of Laboratory Medicine

AS MARTINEZ-MAUSING, M.D.
LIC. # 0115950
Medical Officer

Certified True Copy!

ATTY. PONCE MIGUEL D. LOPEZ
OIC, Procurement Management Office



January 06, 2023

HON. VICTOR MA. REGIS N. SOTTO
City Mayor, City Government of Pasig

Subject: Justification for Preventive Maintenance of Various Medical Equipment through of Pasig City Molecular Laboratory

Dear Mayor:

Greetings!

May I respectfully request your good office for the approval of the proposed *Preventive Maintenance and Calibration* of existing medical equipment of Pasig City Molecular Laboratory for C.Y. 2023.

Preventive Maintenance is an important part of facilities management. It is routinely performed on physical assets to reduce the chances of equipment failure and unplanned machine downtime that can be very costly. The following are the benefits of the preventive maintenance program, in detail:

- o Equipment downtime is decreased and the number of major repairs is reduced.
- o Better conservation of assets and increased life expectancy, thereby eliminating premature replacement of machines and equipment.
- o Reduced overtime costs and more economical use of maintenance workers due to working on a scheduled basis instead of crash basis to repair breakdowns.
- o Timely routine repairs circumvent fewer large-scale repairs.
- o Improved safety and quality conditions.

I am hoping for your approval regarding this matter. Thank you!

Sincerely,

Mary Cris Mitra, RMT, MLS (ASCP)
Medical Technologist

Noted by:

Sarah Jane Datay-Lim, MD, FPSP
Chair, Department of Laboratory Medicine
Pasig City Children's Hospital-Child's Hope

Approved by:

Hon. Victor Ma. Regis N. Sotto
Pasig City Mayor

Certified True Copy:

ATTY. PONCE MIGUEL D. LOPEZ
OIC, Procurement Management Office