



## REQUEST FOR QUOTATION

Date: 20 April 2023  
RFQ No.: 100-23-01-070

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 Panamax 48 Automated Extraction Kit for the for the Molecular Laboratory – Pasig City Children’s Hospital with an Approved Budget for the Contract (ABC) of **Php 70,000.00**, 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 that shall be awarded as one contract. 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
1	Panamax 48 Automated Extraction Kit, - Serial No: PM 48-2023 PM 48-2083		2	unit	35,000.00	70,000.00		
<b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.				<b>Total</b>	<b>70,000.00</b>			

**DELIVERY TERM:** Please refer to the Terms of Reference.

*\*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). The nature of business as stated in the Mayor’s/Business Permit should at the very least be similar or related to the project to be bid.
- PhilGEPS Registration Number

- **Income Tax Return** - Latest Income or Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (EFPS).  
In accordance with Revenue Regulation No. 3-2005, the above-mentioned tax returns shall refer to the following:
  1. Latest Income Tax Return (ITR) - For participants already with an Annual ITR, latest ITR shall refer to the ITR for the preceding Tax Year be it on a calendar or fiscal year. For new establishments which, therefore, have no annual ITR yet, it shall refer to the most recent quarter's ITR.
  2. Latest Business Tax Return - refers to the Value Added Tax (VAT) or Percentage Tax returns covering the previous six (6) months.
- 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), 4<sup>th</sup> 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, 4<sup>th</sup> 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](mailto: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.**



**Conforme:**


\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position

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

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

 (02) 8643-1111 \* (02) 8641-1111 loc 1461 \*  [bidsandawards@pasigcity.gov.ph](mailto:bidsandawards@pasigcity.gov.ph) \*

 [pasigcity.gov.ph](http://pasigcity.gov.ph)



## 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. Changes on the frequency of the preventive maintenance will be subjected to agreement.
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. For corrective maintenance service, in cases of emergency, the winning bidder/service provider should respond within twenty-four (24) hours upon notice.
6. Upon request, conduct, and submit predictive maintenance studies on the frequency of services.
7. 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.
8. 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.
9. Terms of Delivery Service: Must conduct Preventive Maintenance/ Calibration within 30 days upon the date of signing the contract/ purchase order.
10. 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:

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Noted by:

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