



## REQUEST FOR QUOTATION

Date: 27 April 2023  
RFQ No.: 100-23-03-710

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 **Supply and Delivery of Vertical Autoclave for the Molecular Laboratory – Pasig City Children’s Hospital** with an Approved Budget for the Contract (ABC) of **Php 230,000.00**, 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 each total Cost per Item and/or 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	<b>Vertical Autoclave,</b>  - Capacity: at least 50 liters Chamber size: 385-390* 515-520 Chamber Material: SUS304 Max Pressure: 0.3MPa Rated Working Pressure: 0.22Mpa Max Temperature: 150°C Working Temp Range: 105-134°C Temp Accuracy: +/- 0.1°C Timing Range: 0-999min Dynamic Pulse Exhaust Time: 0-9times Water Requirement: Distilled Water Baskets/Trays: 1*SS Bucket/Tray Consumption: 4KW Power Supply: 220v 60hz Overall Dimension: 645*610*850mm Weight: at least 103kg		1	unit	230,000.00	230,000.00		
<b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.			<b>Total</b>		<b>230,000.00</b>			
<b>DELIVERY TERM:</b> Within <b>Sixty (60)</b> calendar days upon the receipt of Notice to Proceed.								



*\*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.

The CITY GOVERNMENT OF PASIG reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6

---

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



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



pasigcity.gov.ph

and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

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, its Terms of Reference, and Bid Bulletin/s, 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)



March 9, 2023

**TERMS OF REFERENCE FOR THE PURCHASE OF MEDICAL EQUIPMENT 2023**  
*Pasig City Children's Hospital – Molecular Laboratory*

The winning bidder/service provider shall:

1. Provide Certificate of Product Registration / Certificate of Exemption or its equivalent upon delivery.
2. Must provide certificate that the equipment is factory calibrated or its equivalent upon delivery.
3. Product warranty:
  - a. Must provide warranty on parts and services at least one year from the date of product delivery.
  - b. 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 warranty.
  - c. For corrective maintenance service, in cases of emergency, the winning bidder/service provider should respond within twenty-four (24) hours upon notice.
4. Terms of delivery and payment of approved Purchase Order:
  - a. Must be delivered within 60 days upon the date of signing the contract/ purchase order.
  - b. Payment terms: 45 days upon delivery.
5. Schedule of delivery:
  - a. Item shall be delivered directly to Pasig City Children's Hospital – Molecular Laboratory Department.
  - b. Delivery should be coordinated by the supplier to Pasig City Children's Hospital – Molecular Laboratory Department at least three (3) days prior to delivery for endorsement purposes and in anticipation of other circumstances that may arise.

Prepared by:

Mary Cris T. Mitra, RMT, MLS (ASCP<sup>i</sup>)  
Medical Technologist

Noted by:

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