



## REQUEST FOR QUOTATION

Date: 23 May 2022  
RFQ No.: 100-23-03-670

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 **Semi-Annual Preventive Maintenance Services for Conventional Radiography - CHO** with an Approved Budget for the Contract (ABC) of **Php 50,000.00**, 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	Semi-annual preventive maintenance services for Conventional Radiography, - *DRGEM GXR - 40S X-ray Machine located at Rosario Super Health Center		1	unit	50,000.00	50,000.00		
<b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.					<b>Total</b>	<b>50,000.00</b>		
<b>DELIVERY TERM:</b> Please refer to the Terms of Reference.								

*\*Indicate the BRAND NAME or MANUFACTURER NAME and the specific MODEL to be offered or attach a BROCHURE for the offered item; items including but not limited to clothing, vehicle, 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 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)

  
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**ATTY. PONCE MIGUEL D. LOPEZ**  
Officer in Charge, Procurement Management Office

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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)

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)

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

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

 pasigcity.gov.ph

## TERMS OF REFERENCE

1. Distributor/Contractor who will perform preventive maintenance and repair of ultrasound machine must be authorized distributor of the equipment manufacturer: DRGEM and Sonoscape. Letter of authorization from manufacturer must be presented.

### PREVENTIVE MAINTENANCE:

1. The scope of services covers the supply of all labor's materials, tools, equipment, supervision, and all operations necessary for comprehensive maintenance services for CHD-Radiology Section machines.
2. The contractor of services must perform all the following works semi-annually for the duration of one (1) whole complete calendar year from the issuance of Notice to Proceed and must maintain a checklist record of all preventive maintenance activities accomplished on each machine, including the results of checks done and parts due for replacement, duly signed by authorized representative.
3. Supply of labor, tools and equipment, consumable materials for preventive maintenance, ancillary materials, technical competence, and supervision.
4. Ensure timely and uniform maintenance on all equipment, the contractor shall submit a semi-annually preventive maintenance schedule a week after the receipt of Notice to Proceed to the end user for approval. Below is the timeframe for semi-annual preventive maintenance:

#### PERIOD

1<sup>ST</sup> Semi-Annual PMS  
2<sup>ND</sup> Semi-Annual PMS

#### TIMEFRAME/DELIVERY TERM

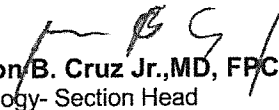
April 01 to July 30, 2023  
October 01 to December 31, 2023

5. Provide preferential emergency service to the CHD-Radiology Section:
  - a. Provide emergency support services on an as needed basis.
  - b. The emergency support services shall be phone-call support and/or on-site support.
  - c. The contractor shall provide an updated list of contact persons, telephone, and cellphone numbers in case of emergency calls.
6. The price quotation, to be denominated in Philippine peso, shall include all taxes, duties and/or levies payable.
7. Checking and servicing of the machine shall be done under the supervision of the end-user.
8. Keep intact a complete servicing record of each machine that will be vital for determining the cause of any trouble that might occur.
9. Submit to the end-user the duly accomplishment semi-annual preventive maintenance and unit repair service report in case of repair services and copies of acknowledgement.
10. Minor repairs and adjustments as required in the schedule shall be undertaken at no extra cost to the end-user.
11. Any fault/issues that occurred during the preventive maintenance activity must be rectified/corrected immediately and submit an incident report.
12. Regardless of the cause, the contractor should locate the fault and restore the system as soon as possible.
13. Train-on-site the end-user's operator on the proper operation and maintenance activities.

Prepared by:

  
**Francille Joy Calaoagan**  
Radiologic Technologist III

Noted by:

  
**Ramon B. Cruz Jr., MD, FPCR, FUPS**  
Radiology- Section Head