



REQUEST FOR QUOTATION / INVITATION FOR NEGOTIATION **NEGOTIATED PROCUREMENT – TWO FAILED BIDDINGS**

Date: 12 October 2023

RFQ No.: 100-23-03-753

1. The **CITY GOVERNMENT OF PASIG**, through the Bids and Awards Committee (“BAC”), has a procurement project for the **Preventive Maintenance of Various Laboratory Equipment - PCCH** with a total Approved Budget for the Contract (“ABC”) of One Million Eighty-Six Thousand Pesos Only (Php 1,086,000.00).

2. A complete set of the Request for Quotation (“RFQ”) may be acquired by interested bidders upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines on issued by the GPPB, and based on the following schedule

APPROVED BUDGET FOR THE CONTRACT	COST OF BIDDING DOCUMENTS (PHP)
500,000 and below	500.00
More than 500,000 up to 1 million	1,000.00
More than 1 million up to 5 million	5,000.00

NOTE: For lot procurement, the maximum fee for the RFQ for each lot shall be based on its ABC, in accordance with the Guidelines issued by the GPPB; provided that the total fees for the RFQ of all lots shall not exceed the maximum fee prescribed in the Guidelines.

3. Bidders, except those who have previously participated in any of the last two (2) failed biddings, are required to pay the applicable fee for the sale of RFQ not later than the deadline for the Submission and Receipt of the Best Offers/Quotation.

4. The procurement will be conducted through **Negotiated Procurement – Two Failed Biddings** in accordance with Section 53.1 of the 2016 Revised Implementing Rules and Regulations (“IRR”) of Republic Act No. 9184 (“R.A. No. 9184”).

5. 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 in excess of the ABC shall be rejected.

7. The schedule of activities are as follows:



ACTIVITIES	SCHEDULE
Advertisement/Posting of Request for Quotation	12 October 2023
Negotiation Meeting	16 October 2023 at 10:00 A.M., 7 th Floor Meeting Room, Pasig City Hall, Caruncho Avenue, San Nicolas, Pasig City

8. Following completion of the negotiations, the BAC shall request all suppliers, contractors or consultants in the negotiation proceeding to submit on a specified date, the following documents, in a sealed envelope addressed to the “Bids and Awards Committee, 4th Floor, Pasig City Hall” and properly marked with the project title, name of bidder, address of the bidder, and contact details of the bidder:

- Valid PhilGEPS Certificate of Registration and Platinum Membership
- Mayor’s Permit (or 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)
- Latest Income Tax Return for the preceding Tax Year, whether calendar or fiscal
- Omnibus Sworn Statement supported by an attached document showing proof of authorization, i.e. duly notarized Secretary’s Certificate issued by the corporation or the members of the joint venture or a Special Power of Attorney, in case of Sole Proprietorship
- Duly accomplished Request for Quotation

9. Quotations submitted after the scheduled submission of quotations shall not be accepted.

10. Award of contract shall be made to the supplier, contractor or consultant determined to have the Single or Lowest Calculated and Responsive Quotation (for goods and infrastructure projects) or Single or Highest Rated and Responsive Proposal (for consulting services).

11. To guarantee the faithful performance of the winning bidder’s obligation, it shall post a Performance Security prior to the signing of the contract, in accordance with any of the following forms prescribed in Section 39.2 of the 2016 Revised IRR of R.A. No. 9184.

12. The Performance Security shall remain valid until issuance by the City Government of Pasig of the Certificate of Final Acceptance (Certificate of Completion). The Performance Security may be released after the issuance of the Certificate of Final Acceptance (Certificate of Completion), subject to the conditions stipulated in Section 39.5 of the 2016 Revised IRR of R.A. No. 9184.

13. The **CITY GOVERNMENT OF PASIG** reserves the right to reject any and all proposal/s, cancel or terminate the conduct of procurement activities, or not award the contract in accordance with Sections 35.6 and 41 of the IRR of R.A. No. 9184, without thereby incurring any liability to the affected bidder or bidders.

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



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

REQUEST FOR QUOTATION

Date:
RFQ No.: 100-23-03-753

Name of Company: _____

Address: _____

Name of Store/Shop: _____

Address: _____

TIN: _____

PhilGEPS Registration Number: _____

					Approved Budget		Price Offer	
Item No.	Item Description	Brand Name <small>(indicate the "BRAND" be offered, or the manufacturer's name)</small>	QTY	UOM	Unit Cost	Total Cost	Unit Cost	Total Cost
	LOT 4: Preventive Maintenance and Calibration of Various Laboratory Equipment							
19	Refrigerator Thermo Scientific		2	unit	10,000.00	20,000.00		
20	Refrigerator Thermo Scientific (Pharmacy)		2	unit	10,000.00	20,000.00		
21	Analytical Balance Sartorius (Pharmacy)		2	unit	4,000.00	8,000.00		
22	Reagent Refrigerator PHCBI		2	unit	10,000.00	20,000.00		

23	Blood Bank Refrigerator Artico		2	unit	10,000.00	20,000.00		
24	Morgue Refrigerator Angelantoni		2	unit	321,750.00	643,500.00		
25	Differential Counter ModulusDiff Count		1	unit	5,000.00	5,000.00		
26	Tube Sealer BMS		1	unit	5,000.00	5,000.00		
27	Reagent Refrigerator Evermedi		2	unit	10,000.00	20,000.00		
28	Plasma Thawer JP Selecta		2	unit	10,000.00	20,000.00		
29	Microstirrer/ Magnetic StirrerVelp Scientifica		1	unit	8,000.00	8,000.00		
30	CO2 Incubator Thermo Heracell 150i		1	unit	13,000.00	13,000.00		
31	Microscope Optika B 193		1	unit	9,500.00	9,500.00		
32	Bunsen Burner Fireboy Plus		1	unit	5,000.00	5,000.00		
33	Pipette Aid System Pipetboy		1	unit	5,000.00	5,000.00		
34	Top Loading Balance Sartorius		1	unit	8,000.00	8,000.00		
35	Single-door Reagent Refrigerator Hemocold		2	unit	10,000.00	20,000.00		
36	Doubled- door Reagent Refrigerator Hemocold		1	unit	10,000.00	10,000.00		
37	Single-door Reagent Freezer Hemocold		2	unit	10,000.00	20,000.00		
38	Pharmaceuti cal Refrigerator Haier		2	unit	10,000.00	20,000.00		
	LOT 5: Preventive Maintenance and Calibration of Various Linen and Laundry Equipment							

39	Washer Extractor 1 - Electrolux		1	unit	48,000.00	48,000.00		
40	Washer Extractor 2 - Maytag		1	unit	48,000.00	48,000.00		
41	Tumble Dryer - Electrolux		1	unit	40,000.00	40,000.00		
42	Tumble Dryer - Maytag		1	unit	40,000.00	40,000.00		
39	Washer Extractor 1 - Electrolux		1	unit	48,000.00	48,000.00		
	LOT 6: Preventive Maintenance and Calibration of Various Linen and Laundry Equipment							
43	Heavy Duty Platform Weighing Scales		1	unit	5,000.00	5,000.00		
44	Hi-speed sewing machine - Juki		1	unit	5,000.00	5,000.00		
Total						1,086,000.00		
Note: The prices per item in the total price offer (regardless if the project is considered as one contract or several lots) must not exceed the approved unit price per item.								
DELIVERY TERM: Please refer to attached Terms of Reference								
DELIVERY PLACE: Pasig City Children's Hospital, Brgy Kapasigan, Pasig City.								

I hereby certify that the products to be delivered will conform to the specifications stated in the Item Description and provisions in the Terms of Reference, if any, and I hereby agree to the Terms of Delivery indicated in the submitted form.

Conforme:

Signature over Printed Name

Position

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

TERMS OF REFERENCE

TERMS OF REFERENCE FOR PREVENTIVE MAINTENANCE OF VARIOUS MEDICAL EQUIPMENT (PCCH)

The WINNING BIDDER/SERVICE PROVIDER shall:

1. Conduct Preventive Maintenance according to the program of PASIG CITY CHILDREN'S HOSPITAL – Laboratory Department and Linen and Laundry Section.

Preventive Maintenance includes, among others, a general functional check-up of all the parts of the equipment, especially the vital ones; Including calibration, repair, cleaning and notice/recommendation to replace parts and preparation/submission of technical service reports.

2. Provide PASIG CITY CHILDREN'S HOSPITAL – Laboratory Department, the list of tools and instruments that will be used for calibrating the equipment; and, a certification that the equipment is maintained and calibrated in accordance with International Safety Standards upon rendition of service. (For LOT 4)

3. Respond to and act on emergency calls for repair of the equipment via a phone call, SMS, remote resolution or onsite. For corrective maintenance service, in case of emergency the WINNING BIDDER/SERVICE PROVIDER will respond within Twenty-Four (24) hours from notice via a phone call, SMS, remote resolution or on-site. (For LOT 4-6)

4. Submit the appropriate certificates of preventive maintenance, operations and/ or safety duly signed by a Biomedical engineer for their calibration of each unit to PASIG CITY CHILDREN'S HOSPITAL – Laboratory Department, upon rendition of every service. (For LOT 4)

5. Abide by and cause its personnel to comply with any laws, rules, and regulations applicable to its operations/business as well as with all existing policies and guidelines and such other hospitals regulations issued from time to time by PASIG CITY CHILDREN'S HOSPITAL-Hospital Committees, Sections or Departments including office orders issued in relations to the service under this contract. (For LOT 4-6)


6. In the event the WINNING BIDDER/SERVICE PROVIDER's personnel are injured in the course of or during duty and if after investigation by PCCH it was found that the proximate cause of the injury was;
 - a. The fault, negligence or non-compliance with any rule, regulation or protocol by the SERVICE PROVIDER's personnel, the WINNING BIDDER/SERVICE PROVIDER shall pay for the emergency treatment, diagnostics rendered to and other hospital bills incurred by its personnel. (For LOT 4-6)


7. Terms of Delivery

- A. LOT 4: Month of December 2023.
- B. LOT 5: Month December 2023
- C. LOT 6: Month of December 2023.

8. 45 days upon issuance of Notice to Proceed.

Prepared by:


Gerry Vincent A. Salvaloja, RMI
PCCH, Chief Medical Technologist


Rowell R. Yao
OIC, Linen and Laundry

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE
PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working

Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 20____
_____ at

_____, Philippines.

*[Insert NAME OF BIDDER OR ITS
AUTHORIZED REPRESENTATIVE]*

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]