



REQUEST FOR QUOTATION

Date: 19 October 2023
RFQ No.: 100-23-07-1536

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 of Nonius Equipment – City Health Office** with an Approved Budget for the Contract (ABC) of **Php 91,000.00**, 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
Preventive Maintenance Services for CHD-Physical Therapy Section Machines								
1	Enraf Nonius Packheater M2, - S/N :T1814 S/N: T1797 S/N: T1798 S/N: T1796		4	unit	7,000.00	28,000.00		
2	Enraf Nonius Eltrac 471, - S/N : 01305 S/N : 01311 S/N : 01313 S/N : 01312		4	unit	7,000.00	28,000.00		
3	Enraf Nonius Sonopuls 490, - S/N : 32027 S/N : 32028 S/N : 32030 S/N : 32029		4	unit	7,000.00	28,000.00		
4	Enraf Nonius Parallel Bar, - S/N: BD2015090099		1	unit	7,000.00	7,000.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.			Total		91,000.00			
DELIVERY TERM: Within Thirty (30) calendar days upon the receipt of Notice to Proceed but not to exceed 31 December 2023.								

**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.*



Terms of Reference

Project: Preventive Maintenance Services for CHD – Physical Therapy Section Machines

Proponent: Physical Therapy Section
CITY HEALTH DEPARTMENT

Brand: ENRAF

Model: Enraf Nonius Packheater M2, Enraf Nonius Eltrac 471, Enraf Nonius Sonopuls 490, Enraf Nonius Parallel Bar

Location: Pasig City (Sumilang, Santolan, Nagpayong and Rosario Super Health Centers)

I. Objective

The CHD – Physical Therapy sections seeks to engage the services of an authorized contractor/bidder possessing the required expertise to provide an annual maintenance of machines under the supervision of the Physical Therapy Section in order to improve overall performance of machines and to reduce the occurrence of malfunctions.

II. Project Coverage

The scope of service will cover the preventive maintenance of all machines used by the Physical Therapy Section. See below the list of machines encompassed by the project:

Physical Therapy Machines		Quantity
1	Enraf Nonius Packheater M2	4
2	Enraf Nonius Eltrac 471	4
3	Enraf Nonius Sonopuls 490	4
4	Enraf Nonius Parallel Bar	1
Total		13

III. Preventive Maintenance Services Scope of Work

1. The contractor/bidder will perform the following maintenance services:

For Enraf Nonius Packheater M2, Eltrac 471 and Sonopuls 490, contractor must perform the following:

- Regular inspection and cleaning of components, circuits and connections
- Check-up of operations
- Calibration of output/Functional test
- Annual calibration report/Functional test

For Enraf Nonius Parallel Bar, the contractor must provide the following:



- General cleaning
- Bar alignment
- Lubrication on unit


2. The services must be performed by qualified and experienced maintenance staff and use of any specialized tools for maintenance must be covered by the contractor.

3. To guarantee that all equipment mentioned receives maintenance in a consistent and prompt manner, the contractor/bidder must provide annual preventive maintenance within thirty (30) calendar days from notice to proceed.

4. Provide exclusive emergency services to CHD – Physical Therapy Services
- a. Provide assistance as required or when necessary.

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

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

 pasigcity.gov.ph

- b. The support services will be provided through on-site reporting and/or phone calls.
- c. The contractor/bidder must provide an up-to-date contact list including names, telephone numbers and cellphone numbers of individuals to be contacted in case services are needed.


IV. Responsibility of Supplier/Contractor

1. Implement a comprehensive preventive maintenance for all machines covered by the contract.
2. Conduct annual inspection of machines to identify potential issues and carry out necessary maintenance tasks to prevent malfunctions.
3. Offer recommendations regarding the schedule of preventive maintenance activity.
4. Submit accurate and complete records of all maintenance work conducted on the machines.
5. Provide reports regarding the status of maintenance work, as well as any issues or concerns that may arise during the course of the contract.
6. Ensure the services provided is of high quality and completed on time.
7. The inspection and maintenance of machines must be conducted with the supervision of the end-user.
8. Any issues that may occur during the maintenance activity must be promptly addressed and reported through an Incident Report.
9. Provide training and education to machine operator and relevant personnel on proper operation and maintenance of machines.

V. Responsibility of CHD – Physical Therapy Section

1. Provide contractor with access to the machines needed for maintenance activity.
2. Provide feedback to the contractor regarding the performance of the machines and report any machine malfunction or damage.
3. Ensure that machines are used in accordance with their intended purpose and under appropriate conditions.
4. Work collaboratively with the contractor to ensure the proper maintenance of machines such as submitting maintenance schedules for the whole preventive maintenance contract.

Prepared by:




Victorino, Andrea Monique C., PTRP
Physical Therapist III



Joseph R. Panaligan, MD, MHA
City Health Officer

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

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

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

 pasigcity.gov.ph

Page 3 of 5 | RFQ No. 100-23-07-1536 | RLD

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*].

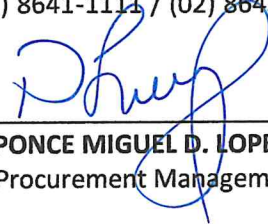
If the Supplier is not the Manufacturer, a certification from the Manufacturer that the supplier is an authorized distributor/dealer of the products/items.

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), 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.



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



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

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

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

 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)

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

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

 pasigcity.gov.ph