



## REQUEST FOR QUOTATION

Date: 31 October 2023  
RFQ No.: 100-23-05-1180

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 1 Unit of Cautery Machine – City Health Office** with an Approved Budget for the Contract (ABC) of **Php 550,000.00**, 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	Cautery Machine, <ul style="list-style-type: none"><li>- With isolated output electrosurgical energy system</li><li>- With at least 15.7cm (6.2 inch) LCD touchscreen monitor, must be at least in soft touch function</li><li>- should be sturdy and can be placed on a table top or with sturdy movable stand</li><li>- must have for the following settings: Cut, Coag, Bipolar and shared coag.</li><li>- must have recall program from the last shutdown for power settings.</li><li>- must have auto-bipolar function and meter reading</li><li>- must have neutral electrode alarm that is activated in case contact with patient is broken for maximum safety.</li><li>- must have at least one (1) bipolar output plug and at least two (2) monopolar plug</li><li>- must have technology that insulates the system from interference from other electrical equipment</li></ul>		1	unit	550,000.00	550,000.00		

	<ul style="list-style-type: none"> <li>- return pads must be compatible with all return pads currently available in the philippine market</li> <li>- must be supplied with foot pedals: one (1) for monopolar (CUT and COAG) ang one (1) for independent</li> <li>- POWER SUPPLY: Auto-Voltage or 220V, 60Hz</li> </ul>					
<b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.		<b>Total</b>	<b>550,000.00</b>			
<b>DELIVERY TERM:</b> Within <b>Fourteen (14)</b> 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 (TOR)**

**A. PROCUREMENT TITLE**

Procurement of cautery machine (electrosurgical unit) for champ wellness

**B. PROPONENT AND IMPLEMENTING AGENCY**

City Government of Pasig/ City Health Department/ CHAMP WELLNESS

**C. DELIVERY SCHEDULE/ TERM**

The customer (GSO delivery address) should receive the item within 14 days after the issuance of NTP.

**D. DELIVERY SITE/ ADDRESS**

GSO/ DEPOT - Victoriano Baltazar street, Sto. Tomas, Pasig City

**E. TERMS OF PAYMENT**

Processing of payment upon completion of delivery with acceptance and inspection report.

**F. OTHERS TERMS**

1. Must include standard Accessories  
Double Foot Switch, reusable Bipolar Forceps Cable, Single Foot Switch, Disposable Handle cable, Bipolar Forceps, Reusable electrodes (5pcs) and disposable dual plate with cable.
2. Product Brochure or technical data sheet(s) of the equipment showing the technical specifications in English language.
3. Valid certificate of compliance of manufacturer of the equipment with the latest version of ISO 13485 or its equivalent. The certificates must be issued by independent certifying body/ agency
4. The brand of the equipment has been in the local and/or international market for at least 10 years.
5. Equipment and its accessories are brand new, unused, not discontinued models and were not subjected to any product recall.
6. The supplier has the capability for corrective and preventive maintenance of the unit within the warranty period, if applicable.
7. Certificate of product registration (CPR) issued by the Bureau of Food and Drugs (BFAD) and/or Certificate of Product Notification (CPN). If not applicable, attached certification from FDA or Certificate of Exemption that such medical equipment/devices are no-registrar for LTO, must be attached.
8. Recent and updated Certificate of Authenticity or genuine from manufacturer must be attached.
9. 1 year warranty certificate
10. Semi-annual preventive maintenance during the warranty period
11. Supplier must have a replacement unit or loan unit with exactly the same brand and model when equipment is pulled out for repair during the warranty

Prepared by:

*Eric Brian T. Apilua, RN.*  
Nurse Coordinator  
Champ Wellness

Approved by:

*Joseph R. Borraligan, MD., MHA.*  
City Health Officer



Caruncho Avenue, Barangay San Nicolas, Pasig City 1600 Metro Manila

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)

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.

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



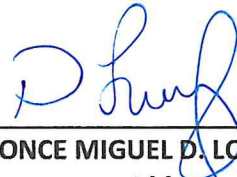
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The CITY GOVERNMENT OF PASIG reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, 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)



ATTY. PONCE MIGUEL D. LOPEZ, *lc*

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)

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