



BIDS AND AWARDS COMMITTEE II

University of the Philippines Manila

Padre Faura St., cor. Ma. Orosa St.

Ermita, Manila

Invitation to Bid

Annual Preventive Maintenance and Calibration of the Seventy Nine (79) – units of various Medical Equipment located CENDU, CENICU, CVS, Neo-ICU, LCB-OR-DR, OBAS, PACU, PICU, Perinatology, Pulmonary Laboratory, Surgery-Trauma, SICU, Ward 9, Ward 11 and Ward 16 – Ultrasound Room, PGH

1. The University of the Philippines-Manila, through Fund 164 intends to apply the sum of Eight Hundred Sixty Two Thousand Five Hundred Pesos (Php862,500.00) being the Approved Budget for the Contract (ABC) to payments under the contract for Annual Preventive Maintenance and Calibration of the Seventy Nine (79) – units of various Medical Equipment located CENDU, CENICU, CVS, Neo-ICU, LCB-OR-DR, OBAS, PACU, PICU, Perinatology, Pulmonary Laboratory, Surgery-Trauma, SICU, Ward 9, Ward 11 and Ward 16 – Ultrasound Room, PGH. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The University of the Philippines-Manila now invites bids for Annual Preventive Maintenance and Calibration of the Seventy Nine (79) – units of various Medical Equipment located CENDU, CENICU, CVS, Neo-ICU, LCB-OR-DR, OBAS, PACU, PICU, Perinatology, Pulmonary Laboratory, Surgery-Trauma, SICU, Ward 9, Ward 11 and Ward 16 – Ultrasound Room, PGH. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the Implementing Rules and Regulations (IRR) or Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”.
 - (i) Bidding is restricted to Filipino citizen/sole proprietorships, partnerships, or organizations with at least seventy five percent (75%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulation of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183 and subject to Commonwealth Act 138.
4. A complete set of Bidding Documents may be purchased by interested Bidders starting on **16 May 2017** from the **BAC II Secretariat Office at 8/F, PGH Compound, Taft Avenue, Manila** and upon payment of a nonrefundable fee for the Bidding Documents in the amount of **One Thousand Pesos (Php1,000.00)**.
5. Interested bidders may obtain further information from University of the Philippines-Manila and inspect the Bidding Documents at the address given below during office hours from 8:00 a.m. to 5:00 p.m.
6. The University of the Philippines Manila - Bids and Awards Committee II through the Office of the Engineering and Technical Services (OETS) shall conduct a site inspection on **23 May 2017 10:00 AM**. Meeting place at the Office of the Engineering and Technical Services (OETS). The University of the Philippines Manila - Bids and Awards Committee II will hold a Pre-Bid Conference on **23 May 2017, 1:30 PM**, at the **UP Manila Social Hall, 8/F, PGH Compound, Taft Avenue, Manila**, which shall be open only to all interested parties who have purchased the Bidding Documents.

7. Bids must be delivered to the address below on or before **11:30 AM, 06 June 2017**. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.

**Internal Audit Office, UP Manila
8/F, Philippine General Hospital
Taft Avenue, Manila**

Bid opening shall be on **06 June 2017, 1:30 PM** at the address below. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.

**UP Manila Social Hall
8/F, Philippine General Hospital
Taft Avenue, Manila**

8. The University of the Philippines Manila assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of their bids.
9. The University of the Philippines Manila reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:

**ELENA M. VENTURINA
BAC II Secretary
UP Manila Bids and Awards Committee Office
8/F, PGH Compound, Taft Avenue, Manila
Tel. No: 567-23-62**

Approved:

**(SGD.)ROMEO R. QUIZON, MSc, Eng'g
BAC 2, Chair**

Noted:

**(SGD.)ARLENE A. SAMANIEGO, MD
Vice Chancellor for Administration**

**Posting Date: PhilGEPS, UPM Website, BAC 2 Bulletin Board
on 16 May 2016**



PHILIPPINE GENERAL HOSPITAL
The National University Hospital
University of the Philippines Manila
Office of Engineering & Technical Services (OETS)
Taft Avenue, Manila

*PHIC-Accredited Health Care Provider
ISO 9001:2008 Certified*

5 April 2017


TERMS OF REFERENCE

Service Provider / Supplier must meet at least the following criteria for the annual preventive maintenance and calibration of the seventy nine (79) – unit hospital various Medical Equipment and brands (Please refer the lists of Medical Equipment):

16. Must be PHILGEPS member / enrolled.
17. Must be registered at Philippine Accreditation Office, Department of Trade and Industry or other accrediting government agency. (Proof: Documents)
18. Test Equipment shall be calibrated by a certified and accredited calibration company / government agency. (Proof: valid certification of calibration test equipment)
19. Manpower must be technically skilled in of the above said equipment. (proof: training certificate of service engineers / technicians)
20. Preventive maintenance and calibration checklist must be in conformity and consistent with quality management standard. (proof: show sample checklist)
21. Must have at least five years in hospital service in the preventive maintenance and calibration of the above related said equipment. (proof: service records)
22. Must possess a reliable company profile and other documents. Must submit records of hospital / clients served. (proof: submit documents)
23. The payment (inclusive of 12% VAT) for the preventive maintenance and calibration services shall be based on the number of units actually serviced by the Service Provider / Supplier and upon submission to the Office of the Engineering & Technical Services (OETS) of the following documents:
 - a) Original copy of the Service / Sales Invoice
 - b) Submission of the Original copy & two photocopies of Preventive Maintenance Report and Calibration Report of each equipment. The preventive Maintenance Report and Calibration Certification duly acknowledged / signed by the end-user. A corresponding amount shall be deducted from the total cost of the services in case certain units are out of order / malfunctioning or beyond repair.
24. In case any equipment is out of order, Service Provider shall submit report and /or quotation for repair as needed based on their assessment. Spare parts must be original and manufactured from Mother Company.
25. Scheduled preventive maintenance and calibration, general cleaning interior and exterior and in accordance with the manufacturers' protocol. (Please refer the attach scope of works and schedule PM Plan).
26. Service Provider shall render unlimited on-call services, free of charge should the equipment requires repair services outside the scheduled preventive maintenance.

12. Repair of the above equipment, whenever it goes out of order, shall be free of charge.
13. In case there is a need for repair, Service Provider, in response to UP-PGH's call made through telephone or fax message, shall send its authorized representative within twenty four (24) - hours from call / notice.
14. Repair Shall be undertaken in the premises of the hospital.
15. The cost of parts shall be for the account of the UP-PGH and shall be billed separately. Replacement of parts shall be undertaken only upon written approval by UP-PGH to the proposed replacement which the service provider/ supplier shall provide not later than thirty (30) days from the maintenance service undertaken.

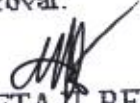
Prepared by:


PEDRO GALAPON
Head, Biomedical & PABX Section


Favorably Endorsed:


ENGR. GENESIS H. JIMENEZ
Chief, OETS

Recommending Approval:


MA. TERESA JULIETA U. BENEDICTO, MD
Deputy Director for Administration **APR 11 2017**

Approved:


GERARDO B. LEGASPI, MD
Director **APR 17 2017**



PHILIPPINE GENERAL HOSPITAL
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30 March 2017

PREVENTIVE MAINTENANCE AND CALIBRATION OF THE FOLLOWING EQUIPMENT:

PER EQUIPMENT GENERAL SCOPE OF WORKS

- A. Conduct general inspection of the body if there is cracks, damages including missing parts and perform functionality test of the unit
- B. Perform general cleaning interior and exterior of the unit
- C. Perform electrical safety test and leakages current test of the unit
- D. Check the power supply of the unit of correct voltages including the condition of the back up battery. Inspect the electrical parts and electronic parts the sign of deterioration
- E. Applies greasing and lubrication on moving mechanical parts and tightens on loosed parts or mechanical adjustments caused by vibration of the unit
- F. Checks integrity of power cable, plug and strain relief (no insulation damage, kinks, crushing, exposed conductors)
- G. Check of the integrity of all cables and other accessories of the unit.
- H. Check the minimum and maximum alarm of the unit
- I. Calibration checks and performs calibration on all measuring equipment.
- J. Submit a preventive maintenance service report of each unit and calibration report of each unit if the unit is measuring equipment.
- K. Service Provider shall indicate in the service report that every unit is "safety to use" perform preventive maintenance and calibration.
- L. Provide and attached a Preventive Maintenance and Calibration sticker of each unit.

1. Cardiac Monitor Machine

Particular Scope of Works

1. Checks completeness and clarity of informative, cautionary and warning labels and marks and also checks proper operation of switches and controls
For ECG Monitor
2. Checks proper operation of audio and visual ecg indicator, the rate and rate limit indicators / displays. And the high and low rate audio and visual alarms
3. Checks clear and proper display of ecg waveform on screen
For Chart Recorder
4. Checks clear display of ecg waveform on chart recorder
5. Checks smooth and steady paper movement out of the chart recorder.
For Pulse Oximeter PM Scope of Works
6. Checks condition of finger sensor probe
7. Checks proper operation of switches and controls and the audio and visual SPO2 indicator, of rate and rate limit indicators / display and the clear and proper display of SPO2 waveform on screen

For NIBP

8. Checks physical integrity of connectors / fittings and the patient cuff and bladder and tubing
9. Checks proper operation of switches and controls, the inflation and deflation of cuff audio and visual pulse indicators / display, the systolic /diastolic rate indicators / displays and the illumination and operation of other indicators / displays.

B. Calibration of the unit

C. Clean chart recorder paper compartment and rollers

D. Perform leak test of NIBP pneumatics

E. Perform Quantitative Tests

#	Description	Units	Set Values	Measured Values	Limits
1	Heart Rate (ecg module)	bpm	60		58 - 62
		bpm	120		117-123
		bpm	180		176-184
2	High rate alarm threshold	bpm	120		114-126
3	Low rate alarm threshold	bpm	60		58-62

F. Perform Electrical Safety Tests

#	Description	Units	Measured Values	Limits
1	Ground conductor resistance	Ohms		<0.2
2	Earth leakage current (with neutral)	Microampere		<500
3	Earth leakage current (without neutral)	microampere		<1000
4	Enclosure leakage current (with neutral)	microampere		<100
5	Enclosure leakage current (without neutral)	microampere		<500
6	Patient leakage current (with neutral)	microampere		<10
7	Patient leakage current (without neutral)	microampere		<50

2. Defibrillator Machine

Particular Scope of Works

Inspection and Functional Checks

1. check the back up battery charged capacity
2. check keypad / LCD display, if damaged
3. Check the 2 paddles damaged, if any
4. Calibration at the following:

#	Rate	Values(Joules)	Remarks	#	Rate	Values(Joules)	Remarks
1	3 joules			5	70 joules		
2	5 joules			6	100 joules		
3	10 joules			7	360 joules		
4	50 joules						

NOTE: +/- 2% Tolerance

3. Pulse Oximeter Machine

Particular Scope of Works

1. Checks all parameters, SPO2 Cable, Finger Sensor, SPO2 Data, Alarms, Panel buttons switch, Fan blower, LED Display, Pulse Sound, LCD Display.

2. Check simulator value at 85 & 98 of the SPO2 Oximeter (%): Tolerance, +/-@70-100% @ 50-69%
3. Check the simulator value at 80, and 140 of the Pulse (bpm): tolerance, +/-1bpm
4. Check the Non-Invasive Blood Pressure(mmHg)

Stimulator Value Normal	Reading	Error	Remarks
Sys 120			
Dias 80			
Stimulator Value High	Reading		
Sys 190			
Dias 120			
Stimulator Value Low	Reading		
Sys 70			
Dias 40			

4. Ultrasound Machine

Particular Scope of Works

1. General cleaning of the following:
 - Exterior/interior of the unit
 - Vacuum System Filters
 - Keyboard/Touch Panels/Probes and Gel Holders/Trachball

System Inspection of the following:

- Casters and breaks, Cables External, Cables Peripheral, Power Cord, Foot Switch, ECG Leads/cable, Back-up batter,

2. Power Up Tests
 - Normal Boot Up, System Fans, Time/Date, Power Supply
3. Systems Tests
 - Keyboard/Control Panel, Presets/Systems Backed up.
4. Functional Tests
 - For 2D or B Mode
 - Gain/Output/Depth, Focal Zones, Freeze

For M Mode (Color)

- Check 2D Flow

For Doppler

- PW/CW, Tri-mode Check

For Peripheral Tests

- DVDR Functionality, B/W Printer, Color Printer, Monitor Adjustments

For Probe Tests

- Near Field Uniformity, Drop Outs

4. Electrical Safety Tests

Ground resistance at tolerance <0.1ohm

Max Leakage Current: Forward:<100microampere/ Reverse <100microampere

5. Mechanical Ventilator Machine

Particular scope of works

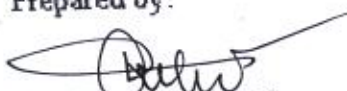
1. To perform performance test of the following:
 - 1.1 Front Panel LED Display
 - 1.2 External inspection
 - 1.3 Low of Gas Alarm (Air/O2)
 - 1.4 Manometer Display
 - 1.5 Low power Alarm Battery
 - 1.6 High/Low Airway Pressure Alarm
 - 1.7 Spontaneous flow
 - 1.8 Circuit Leak Test
 - 1.9 Apnea Alarm
 - 1.10 Volume Control
 - 1.11 Alarm Silence Button
 - 1.12 Current Leakage Test
 - 1.13 Nebulizer Test
 - 1.14 Humidifier
 - 1.15 Sensitivity
 - 1.16 PEEP/CPAP
1. Flushing and perform external and internal cleaning the Machine
2. Perform Calibration Check of the machine.
3. Perform FIO2 Test, Set %, 21%, 40%, 60%, 80%, 100%.
4. Perform Tidal Volume Test (mL), Set mL, 100ml, 250ml, 500ml, 750ml and 1000ml.
5. Perform Respiratory Rate (bpm) Test, Set 5bpm, 20bpm, 60bpm, 100bpm.
6. Perform Main Flow Test (L/min), Set 5L, 10L, 50L, 80L,
7. Perform Peak Airway Pressure (cmH2O) Test, Set 5cm, 15cm, 30cm, 60cm
8. Functional test of the machine.
9. Perform electrical safety test.

6. Fetal Monitor


Particular Scope of Works

1. Cleaned machines surfaces, cables, transducer and printer
2. Boot up the unit
3. Verified system LCD monitor
4. Checked system settings
5. Checked ultrasound and toco transducer operation and check for physical damages
6. Verified operations of all ports
7. Check remote event marker


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Recommending Approval


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 Deputy Director for Administration

Favorably Endorsed:


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