



**PHILIPPINE GENERAL HOSPITAL**  
The National University Hospital  
University of the Philippines Manila  
**PURCHASING OFFICE**  
Taft Avenue, Manila

PHIC-Accredited Health Care Provider  
ISO 9001 Certified

## REQUEST FOR PROPOSAL

Date: **3 July 2023**

Purchase Request No.: **PM No. 23-05-0062**

Mode of Procurement: **SMALL VALUE PROCUREMENT (NP53.9)**

Please quote at your government price inclusive of VAT for the item/s listed below. It will be appreciated if you can submit your **SEALED** quotation duly signed by your representative at the **Purchasing Office**, Second Floor, Central Block Building, Philippine General Hospital, Taft Avenue, Manila not later than **3:00 PM, 10 JULY 2023**.

**General Conditions:**

1. All entries must be typewritten or in print.
2. Delivery Period: \_\_\_\_\_ calendar days.
3. Warranty shall be for a minimum period of six (6) months for supplies and materials, one (1) year for equipment from the date of acceptance by the procuring entity.
4. Bidders must indicate the BRAND and MODEL NUMBER offered when appropriate.
5. Price validity shall be for a period of 90 calendar days from the date of opening of quotation/proposal.
6. Documentary requirements should be attached upon submission of the quotation / proposal.
 

<input type="checkbox"/> Valid Business / Mayor's Permit	<input type="checkbox"/> PhilGEPS Registration Number/Certificate
<input type="checkbox"/> Latest Business / Income Tax Return	<input type="checkbox"/> Notarized Omnibus Sworn Statement
7. Supplier is required to submit single bid / offer only for each item. Two or more bids / offer is automatically disqualified.
8. Others:

For further information, you may call at (02) 8554-8400 local 3027 and look for **Ms. Fenie S. Tumbaga**

**THELMA C. BERNARDO**

Acting Chief, Purchasing Office

End-User: **OETS- MPS**

Item No.	Item Description	Qty	UOM	Unit Price (PHP)	Quoted Unit Price	Statement of Compliance	
						Yes	No
<b>1</b>	<b>PREVENTIVE MAINTENANCE OF ONE (1) UNIT CISA AUTOCLAVE MACHINE with S/N 25272 Located at Dept. of Outpatient Services- OR-COMPLEX)</b>  <b>(Please see attached scopes of work)</b>	<b>1</b>	<i>Lot</i>	<b>306,555.00</b>			
<b>Approved Budget for the Contract</b>				<b>306,555.00</b>			
<i>Total Amount of Quotation (in Words&amp; in Figures)</i>							

I/We, the undersigned Supplier, hereby OFFER to supply/deliver/perform the above described items.

Name of Company: \_\_\_\_\_

Name of Representative: \_\_\_\_\_

Position / Designation: \_\_\_\_\_

Signature \_\_\_\_\_



**PHILIPPINE GENERAL HOSPITAL**  
The National University Hospital  
University of the Philippines Manila  
**PURCHASING OFFICE**  
Taft Avenue, Manila

*PHIC-Accredited Health Care Provider  
ISO 9001 Certified*

**TERMS AND CONDITIONS:**

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
3. Quotations exceeding the Approved Budget for the Contract shall be rejected.
4. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
5. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your authorized representative/s.
6. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
7. The UPM-PGH shall have the right to inspect and/or test the goods to confirm their conformity to the technical specifications.
8. The UPM-PGH shall assume no responsibility whatsoever to compensate or indemnify any supplier for expenses incurred in the preparation of Quotations/Proposals.
9. In case of two or more bidders are determined and declared as Lowest Calculated and Responsive Quotation, the UPM-PGH shall adopt and employ "draw lots" as the tie-breaking method to finally determine the winning provider in accordance with GPPB Circular 06-2005.
10. If the AWARDEE fails to effect delivery with the prescribed period, the UPM-PGH may upon its discretion, extend delivery period of subject, however, to the imposition of appropriate liquidated damages, the amount of which shall be at least equal to one-tenth of one percent (0.01%) of the cost of the unperformed portion for every day of delay, collectible from any money due or maybe due to the supplier/contractor. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the UPM-PGH may rescind or terminate the contract, without prejudice to other courses of action and remedies open to it. If the AWARDEE, however, fails to effect completed delivery within the extended period, the UPM-PGH shall have the right to cancel said contract and shall constitute a ground for disqualification of the AWARDEE from future biddings, without prejudice to the imposition of other sanctions provided for under 2016 Revised IRR.
11. The UPM-PGH reserves the rights to reject any or all bids or not award the contract, to waive any formality or defect therein and to accept any or all offers that may be considered most advantageous to the Government.
12. Compliance with Republic Act (R.A.) 9184 and other applicable laws.

---

---

**UNDERTAKING**

I/We undertake, if our quotation/proposal is accepted, to deliver the items in accordance with the General /Terms and Conditions contained in the Request for Quotation/Proposal.

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Representative: \_\_\_\_\_

Position / Designation: \_\_\_\_\_

Signature \_\_\_\_\_

Office Tel. No.: \_\_\_\_\_

Fax / Mobile No.: \_\_\_\_\_

e-Mail Address: \_\_\_\_\_

Date: \_\_\_\_\_

PM23-05-0002



**PHILIPPINE GENERAL HOSPITAL**  
The National University Hospital  
University of the Philippines  
Office of Engineering & Technical Services  
Taft Avenue, Ermita, Manila  
"PHIC-Accredited Health Care Provider"  
ISO 9001-2008 Certified

UNIVERSITY OF THE PHILIPPINES MANILA  
BIDS AND AWARDS COMMITTEE I  
**RECEIVED**  
MAY 03 2023  
BY: taster TIME: 11:15PM

14 April 2023

**Dean CHARLOTTE M. CHIONG, MD, PhD**  
Chair, Bids and Awards Committee I  
UP Manila

Dear Dean Chiong:

This is to request for the issuance of BAC resolution for the renewal of Preventive Maintenance Agreement of **One (1) unit CISA Autoclave Machine** located at DOPS OR-Complex Building, Philippine General Hospital.

Attached herewith are SPPMP, request for funding in the amount of Php 306,555.00 and contract proposal (June 1, 2023–May 31, 2024) from Blue Sky Trading, Inc. for your perusal.

Very truly yours,


  
**ENGR. MANOLITO L. CUEVAS**  
Head, MPS- OETS

Endorsed by:

  
**ENGR. MERLIN D. HERRERA**  
Acting Head, OETS

MODE OF PROCUREMENT  
**NP53.9 - Small Value Procurement**  
(Included in the AP **JUN 23 2023**)  
  
**DEAN CHARLOTTE M. CHIONG, MD, PhD**  
CHAIR, BIDS AND AWARDS COMMITTEE I

note:  4/20/2023  
orc

  
**MARIA TERESA JULIETA U. BENEDICTO MD**  
Deputy Director for Administration  
Philippine General Hospital

**NOTED:**  
  
**GERARDO D. LEGASPI, MD**  
Director





# REQUEST FOR FUNDING OF EQUIPMENT MAINTENANCE

Requesting Dept. / Unit OETS / DOPS

APR 20 2023

Budget Office

Fund request for:

- Repair
- Calibration
- Replacement of defective/worn out parts/accessories
- Others (Please specify.)

**RENEWAL**  
 Preventive maintenance

Name of Equipment: AUTOClave MACHINE, CBA BRAND w/SN: 25272 Qty./No. of Units: ONE (1)

Serial No. / PGH Property No. 25272 Acquisition Cost: EM

Location: DOPS - OR COMPLEX Acquisition Date: -

Attachment/s: REQUEST FOR FUNDING, BUSINESS PERMIT, PHILGEPS, SPPMP & PROPOSAL FROM BLUE SKY

Requested by:  
ENG'R. MANOLITO L. CUEVAS  
Head, MFS-OETS  
Signature Over Printed Name  
(Equipment Coordinator)

Endorsed by:  
MERLIN D. HERRERA  
CE, EnSE, Mngg  
Acting Head-OETS  
Signature Over Printed Name  
(Department Chair/Unit Head)

Fund Source: Fund 101  
(st. supp) new reqst dtd to 4/16/2023

Budget Clearance given for Php 306,655.00 w/ SPPMP

By: NANCY  
RUBY D. ALLADO  
Chief, Budget Services Division  
mhr 4/20/2023

OETS Action: (Attach feedback.)

Endorsed by:

Recommending Approval:

MARIA TERESITA U. BENEDICTO MD  
Deputy Director for Administration  
Approved by General Hospital

Maria Margarita Lat-Luna  
MARIA MARGARITA LAT-LUNA, MD  
Deputy Director for Fiscal Services  
APR 26 2023

APPROVED:

GERARDO D. LEGASPI, MD  
Director, Philippine General Hospital  
Director

28 APR 2023

olrgt w/hr/mr P291,20



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

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

**Project Title: Preventive Maintenance of CISA Autoclave Sterilizer, Model 6412, SN: 25272  
located at OR- DOPS Building.**

**Subject: SCOPE OF WORKS**

**Full Preventive maintenance (one a year)**

**Check the condition and functionality of the following:**

- 1 Steam Chamber and heaters.
- 2 Water Softener
- 3 Air compressor and its accessories
- 4 Pneumatic controls.
- 5 Non-return valve
- 6 Suction and discharge Air filter
- 7 Door gasket
- 8 Safety devices
- 9 Vacuum pump
- 10 Safety Valves.
- 11 Check/calibrate pressure and temperature sensors
- 12 Replacement of consumables materilas, (included in the contract)
- 13 Perform functionality test
- 14 Cycle test run with load.

**Soft preventive maintenance (3 times a year)**


**Check the condition and functionality of the following:**

- 1 Steam Chamber and heaters.
- 2 Water Softener
- 3 Air compressor and its accessories
- 4 Pneumatic controls and safety locks
- 5 Non-return valve
- 6 Suction and discharge Air filter
- 7 Door gasket
- 8 Safety devices
- 9 Vacuum pump
- 10 Safety Valves.

Prepared by:

  
ENGR. MANOLITO L. CUEVAS  
Head, MPD II-OETS

Approved by:

  
ENGR. MERLIN D. HERRERA  
Acting Head, OETS