



Republic of the Philippines
City Government of Muntinlupa

National Road Putatan Muntinlupa City

BIDS and AWARDS COMMITTEE

www.muntinlupacity.gov.ph

REQUEST FOR QUOTATION

Date: 10/21/2022

Quotation No:2022-0230

Company Name: _____

Address: _____

Business Permit No.: _____

TIN: _____

PhilGEPS Registration No.(required): _____

The City Government of Muntinlupa, through its Bids and Awards Committee, intends to procure for the **BASIC PREVENTIVE MAINTENANCE & CALIBRATION OF VARIOUS MOLECULAR MACHINES & EQUIPMENT** which will be undertaken 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/s described herein, subject to the Terms and Conditions provided. Submit your quotation duly signed by you or your duly authorized representative not later than the **DEADLINE** on **October 27, 2022**.

A copy of the following documents are also required to be submitted along with your quotation/proposal:

1. Mayor's/Business Permit: (Certified True Copy)	3. PhilGEPS Registration (Certified True Copy)
2. Accomplished and Notarized Omnibus Sworn Statement (Original)	4. Certificate of Registration (Certified True Copy)

Quotations/Proposals must be submitted to the BAC Office of the City Government of Muntinlupa for checking & validation.

For any clarification, you may contact **Bids & Awards Committee** at telephone no.(02)8861-1127



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INSTRUCTIONS:

- (2) Do not alter the contents of this in any way.
- (3) technical specifications with asterisks(*) are mandatory. Failure to comply with any of the mandatory requirements will disqualify your
- (4) Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Procurement Project	Approved Budget for the Contract (ABC)
BASIC PREVENTIVE MAINTENANCE & CALIBRATION OF VARIOUS MOLECULAR MACHINES & EQUIPMENT	Three Hundred Seventy Four Thousand Five Hundred Twenty Pesos (Php374,520.00)

Technical Specifications:

QTY	UNIT OF ISSUE	ITEM DESCRIPTION	Compliance		REMARKS
			Yes	No	
1	LOT	BASIC PREVENTIVE MAINTENANCE AND CALIBRATION OF VARIOUS MOLECULAR MACHINES AND EQUIPMENT			
		Inclusions:			
		1 unit Basic Preventive Maintenance and Calibration for Automated Nucleic Acid Extraction System (Sansure Natch CS)			
		1 unit Basic Preventive Maintenance and Calibration for Real-Time Quantitative PCR Machine (Sansure MA-6000)			
		Scope of Work:			
		One-Time preventive maintenance			
		Check mechanical parts			
		Check electrical parts			
		Cleaning of internal and external parts			
		Adjustment of parameters			
		Calibration			
		3 units Basic Preventive Maintenance and Calibration for Biosafety Cabinet (Telstar Bio II Advance Plus 4)			



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		Scope of Work:			
		One Time Preventive Maintenance and Calibration			
		Inflow Velocity Test			
		Downflow Velocity Test			
		Filter Integrity Test			
		Light Intensity Test			
		Noise Level Test			
		Smoke Pattern Test			
		Cleaning of internal and external parts			
		5 units Basic Preventive Maintenance and Calibration for PHCBI Freezer & Pharmaceutical Refrigerator			
		Scope of Services:			
		a. One Time Preventive Maintenance Visit			
		b. Cleaning and Testing the eletrical system			
		- Main power switch			
		-Starting delay			
		-Power delay			
		-Compressor			
		-Overload delay			
		-Condenser fan motor			
		-Defrost delay			
		c. Refrigeration cycle			
		-Cleaning of condenser			
		-Check gas leakage			
		-Cleaning of condenser filter			
		-Check vibration & contact of tubing			
		d. Testing alarm system			



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		-Alarm test key			
		-Filter alarm key			
		-Buzzer key			
		e. Drainage			
		-Cleaning of drain pan			
		-Check drain hose			
		-Floor exterior			
		-Cleaning exterior unit			
		-Check inner door			
		-Check door & door gasket			
		f. Temperature checking & calibration			
		2 units Basic Preventive Maintenance and Calibration of Shinjin Autoclave			
		Scope of Services:			
		1. One Time preventive Maintenance visit			
		b. Cleaning & disinfection of unit			
		c. Thermostat checking			
		d. Heater checking			
		e. Control panel testing			
		f. Checking of exhaust tank			
		g. Electrical testing			
		h. Circulating fan			
		i. Cleaning exterior unit			
		j. Check inner door			
		k. Check door/lid & door gasket			
		l. Temperature checking & calibration			
		2 units Basic Preventive Maintenance and Calibration of Hettich Centrifuge (Mikro 185)			
		Scope of Work:			



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		-One time Reventive Maintenance Visit			
		-Cleaning and Decontamination			
		-Visual Check -check rotor, buckets & inserts for crack,			
		-Check the electrical connection			
		*check the control cable connection			
		*check for imbalance connection			
		-check for the lid lock			
		-check for power supply			
		-Greasing			
		-Functional check			
		*LCD/LED check			
		*Key button check			
		-Imbalance switch check			
		-Lid lock check			
		-Calibration			
		-Light grease and gas pump			
		1 unit Basic Preventive Maintenance and Calibration of Telstar Flow Benches (Mini/V)			
		Scope of Work:			
		Preventive maintenance			
		Check mechanical and electrical parts			
		Downflow Velocity Test			
		Filter velocity Test			
		Light Intensity Test			
		Noise Level Test			



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		4 units Basic Preventive Maintenance and Calibration of Dlab Digital Dry Bath (Heating) and Vortex Mixer			
		-Vortex mixers are subject to preventive maintenance			
		only and does not require calibration			
		2 units Basic Preventive Maintenance and Calibration of Dlab Microcentrifuge			
		Scope of Work:			
		One time Preventive maintenance and Calibration			
		Check electrical parts			
		Check mechanical parts			
		Cleaning of internal and external parts			
		Calibration			
		12 units Basic Preventive Maintenance and Calibration of Hettich Pipettors			
		Scope of Work:			
		One time Preventive maintenance			
		Calibration			
		(Pipettors are subject to pull-out due to the calibration			
		tool to be used)			
		TERMS AND CONDITIONS:			
		1. vat Inclusive			
		2. One (1) year free on-call service check-up/SAVE			
		(System Assessment for Validity of Error)			
		3. Units are presumed to be in working condition prior			



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		to calibration/validation maintenance			
		4. Any parts found defective or weak during diagnostic check			
		(functional test) shall be quoted based on technical			
		recommendation			
		5. Parts to be replaced that are not covered by this service			
		will be quoted and billed separately			



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Your Quotation						
Summary of Approved Budget			OFFERED QUOTATION			
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	QTY	UNIT OF ISSUE	ITEM DESCRIPTION	TOTAL PRICE
1	LOT	BASIC PREVENTIVE MAINTENANCE AND CALIBRATION OF VARIOUS MOLECULAR MACHINES AND EQUIPMENT				
		Inclusions:				
		1 unit Basic Preventive Maintenance and Calibration for Automated Nucleic Acid Extraction System (Sansure Natch CS)				
		1 unit Basic Preventive Maintenance and Calibration for Real-Time Quantitative PCR Machine (Sansure MA-6000)				
		Scope of Work:				
		One-Time preventive maintenance				
		Check mechanical parts				
		Check electrical parts				
		Cleaning of internal and external parts				
		Adjustment of parameters				
		Calibration				
		3 units Basic Preventive Maintenance and Calibration for Biosafety Cabinet (Telstar Bio II Advance Plus 4)				
		Scope of Work:				
		One Time Preventive Maintenance and Calibration				



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		Inflow Velocity Test				
		Downflow Velocity Test				
		Filter Integrity Test				
		Light Intensity Test				
		Noise Level Test				
		Smoke Pattern Test				
		Cleaning of internal and external parts				
		5 units Basic Preventive Maintenance and Calibration for PHCBI Freezer & Pharmaceutical Refrigerator				
		Scope of Services:				
		a. One Time Preventive Maintenance Visit				
		b. Cleaning and Testing the eletrical system				
		- Main power switch				
		-Starting delay				
		-Power delay				
		-Compressor				
		-Overload delay				
		-Condenser fan motor				
		-Defrost delay				
		c. Refrigeration cycle				
		-Cleaning of condenser				
		-Check gas leakage				
		-Cleaning of condenser filter				
		-Check vibration & contact of tubing				
		d. Testing alarm system				
		-Alarm test key				
		-Filter alarm key				



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		-Buzzer key				
		e. Drainage				
		-Cleaning of drain pan				
		-Check drain hose				
		-Floor exterior				
		-Cleaning exterior unit				
		-Check inner door				
		-Check door & door gasket				
		f. Temperature checking & calibration				
		2 units Basic Preventive Maintenance and Calibration of Shinjin Autoclave				
		Scope of Services:				
		1. One Time preventive Maintenance visit				
		b. Cleaning & disinfection of unit				
		c. Thermostat checking				
		d. Heater checking				
		e. Control panel testing				
		f. Checking of exhaust tank				
		g. Electrical testing				
		h. Circulating fan				
		i. Cleaning exterior unit				
		j. Check inner door				
		k. Check door/lid & door gasket				
		l. Temperature checking & calibration				
		2 units Basic Preventive Maintenance and Calibration of Hettich Centrifuge (Mikro 185)				
		Scope of Work:				
		-One time Reventive Maintenance Visit				



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		-Cleaning and Decontamination				
		-Visual Check -check rotor, buckets & inserts for crack,				
		-Check the electrical connection				
		*check the control cable connection				
		*check for imbalance connection				
		-check for the lid lock				
		-check for power supply				
		-Greasing				
		-Functional check				
		*LCD/LED check				
		*Key button check				
		-Imbalance switch check				
		-Lid lock check				
		-Calibration				
		-Light grease and gas pump				
		1 unit Basic Preventive Maintenance and Calibration of Telstar Flow Benches (Mini/V)				
		Scope of Work:				
		Preventive maintenance				
		Check mechanical and electrical parts				
		Downflow Velocity Test				
		Filter velocity Test				
		Light Intensity Test				
		Noise Level Test				
		4 units Basic Preventive Maintenance and Calibration of Dlab Digital Dry Bath (Heating) and Vortex Mixer				



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		-Vortex mixers are subject to preventive maintenance				
		only and does not require calibration				
		2 units Basic Preventive Maintenance and Calibration of Dlab Microcentrifuge				
		Scope of Work:				
		One time Preventive maintenance and Calibration				
		Check electrical parts				
		Check mechanical parts				
		Cleaning of internal and external parts				
		Calibration				
		12 units Basic Preventive Maintenance and Calibration of Hettich Pipettors				
		Scope of Work:				
		One time Preventive maintenance				
		Calibration				
		(Pipettors are subject to pull-out due to the calibration tool to be used)				
		TERMS AND CONDITIONS:				
		1. vat Inclusive				
		2. One (1) year free on-call service check-up/SAVE				
		(System Assessment for Validity of Error)				
		3. Units are presumed to be in working condition prior				
		to calibration/validation maintenance				
		4. Any parts found defective or weak during diagnostic check				



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		(functional test) shall be quoted based on technical				
		recommendation				
		5. Parts to be replaced that are not covered by this service				
		will be quoted and billed separately				
		TOTAL	374,520.00	Total Offered quotation (in Php)	Php	

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders must quote for all or all the items.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the contract shall be rejected.
6. 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.
7. Any interlineations, erasures overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
8. The Item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The GSO shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.

Signature over Printed Name

Position/Designation

Office Telephone No.

Mobile Phone No./Fax No.

Email address/es