



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 12517422  
**Procuring Entity** VALENZUELA MEDICAL CENTER  
**Title** CALIBRATION AND PREVENTIVE MAINTENANCE OF VARIOUS MEDICAL EQUIPMENT OF VMC  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	VMC-2025-257	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	2
<b>Classification:</b>	Goods	<b>Bid Supplements</b>	0
<b>Category:</b>	Medical and Dental Equipment		
<b>Approved Budget for the Contract:</b>	PHP 362,996.61	<b>Document Request List</b>	2
<b>Delivery Period:</b>	60 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	23/10/2025
<b>Contact Person:</b>	Diana C. Pulido BAC Secretariat / Procurement Padrigal St., Karuhatan, Valenzuela City Metro Manila Philippines 63-2-82944625  vmc_bac@yahoo.com	<b>Last Updated / Time</b>	23/10/2025 00:00 AM
		<b>Closing Date / Time</b>	28/10/2025 10:00 AM

#### Description

Calibration and Preventive Maintenance of Various Medical Equipment of VMC

- Equipment System Check-Up/Testing
- Conduct Performance Verification of Medical Equipment
- Conduct Calibration with participation of hospital medical equipment technicians on site
- Conduct Electrical Safety Testing
- Provide PMS sticker on all equipment indicating PMS and Calibration date
- Conduct minor repair or remedial, measures, labor only excluding spare parts
- Submit reports / findings and recommendations on all equipment (ISO ready)
- Submit calibration certificate and service report indicating status of each units
- Highly trained and certified calibration engineer/technician
- Coaching of in-house Medical Equipment technicians (METs)
- Provide one (1) day refresher course training for Calibration and Preventive Maintenance of Service lecture of in-house Biomedical Unit of VMC - EFMS

#### TERMS OF REFERENCE

##### A. Name and Description of the Project:

One (1) Lot - Calibration and Preventive Maintenance Service for Various Equipment for Valenzuela Medical Center CY 2025.

##### B. Objectives of the Project:

1. Increased equipment lifespan
2. Sustained patient safety

3. Increased operational efficiency
4. Reduced risk of equipment failure
5. Ensure that equipment is operating correctly for both patients and operators

C. Scope of the Project and Delivery Time/Completion

Description

1. Service Provider MUST be registered at SEC/DTI to engage in, conduct, and carry on the business of preventive maintenance, repair, and calibration all kinds of medical equipment, test and measurement equipment and in the business for at least five (5) years.
  2. Service Provider MUST own sufficient calibrated test equipment to be used such as but not limited to:
    - a. Electrical Safety Analyzer
    - b. Ultrasound Phantom Analyzer
    - c. Gas Analyzer
    - d. Electrosurgical analyzer
    - e. Anesthetic Gas Analyzer
    - f. X-Ray Analyzer
  - g. and provide proof of ownership & valid traceability certificates
  3. Calibration Equipment to be used MUST have valid NIST Traceable Certificate of Calibration or other internationally accepted standards conducted by ISO 17025 calibration laboratory only.
  4. Service Provider is an ISO 9001 and ISO 17025 certified.
  5. Service Provider must have history of similar projects with at least three (3) government or private tertiary hospitals for ISO 9001 certification in the last three (3) years.
  6. Service Provider must issue complete Service Report, Preventive Maintenance Report, and Calibration Report compliant with ISO 9001 documentation.
  7. Service Reports, Preventive Maintenance Reports and Calibration Reports MUST be encoded and printed on-site during the conduct of calibration services. Service Provider shall not be allowed to do the encoding and printing off-site.
  8. Service Provider must have EMPLOY at least four (4) bio-medical trained technicians with NCII certificates of Biomedical Equipment Servicing and 1 lead professional with PRC License (preferably Registered Electrical Engineer or Electronics to conduct the contracted services. Service provider MUST provide SSS R3 File documents.
  9. Service Provider must use self-laminating, spill-proof, waterproof, dust-proof, writable, calibration stickers designed for calibration and preventive maintenance service. Stickers MUST withstand a wide range of temperatures, abrasion and exposure to harsh chemicals, such as ethanol, acetone, isopropanol, thinners, detergents and surface sanitizing wipes.
  10. Service Provider is not allowed to do sub-contracting of services.
  11. Service Provider must inspect the initial condition, record and label of all relevant details of medical equipment listed in the approved list. The type and detail of information required may include assessments, repair recommendations and findings.
  12. Service Provider must submit a soft copy of Calibrated Medical Equipment list (Functional and/or functional but out of tolerance) in Microsoft Excel format designed by the contractor that includes type of equipment, manufacturer, model, serial number, location/department and property number depending on availability of required information. List of Non-functional and/or defective medical equipment prior to the calibration procedure must be provided separately.
  13. All service shall be done at the VMC facilities. No preventive maintenance and calibration service shall be done outside of VMC facilities.
  14. Service Provider MUST submit three (3) copies of complete Service Report, Preventive Maintenance Report and Calibration Report for each equipment compliant with ISO 9001 Certification.
  15. Calibration Services MUST be in-house and monitored by the hospital's in-house Biomedical Unit's Medical Equipment Technicians (METS) of Engineering and Facilities Management Section staff.
  16. Provide one (1) day refresher course training for Calibration and Preventive Maintenance Services lecture of in-house Biomedical Unit of VMC - EFMS.
  17. The terms of payment shall be as follows:
    - a. Not calibrated equipment will be deducted to total amount of this contract upon verification and approval of METS and Hospital Engineers
    - b. All equipment that is not included in the list will be added to the total amount of this contract upon verification and approval of METS and Hospital Engineer
    - c. Medical Equipment which undergone calibration either functional and/or functional but out of tolerance (did not pass calibration parameters) will be subjected for payment. Equipment found defective prior to the calibration procedure will not be included in the payment.
  18. TWG of the project will conduct a virtual/face to face visit of the offices during the post-qualification in order to validate submitted documents and to ensure that the required calibration equipment is readily available
  19. List of Equipment - See Annex A
  20. Service Conduction - Installation Schedule: Monday to Friday or as per coordination with EFMS - Biomedical Unit
  21. Service Period - Sixty (60) calendar days upon receipt of Notice Proceed (NTP)
  22. Warranty - Not applicable
- Quantity: 1  
 Unit Cost: 362,996.61  
 Total Cost: 362,996.61  
 \*\*\*\* nothing follows \*\*\*\*

A copy of your UPDATED legal requirements (Certificate of Registration from BIR, SEC/DTI, Business/Mayor's Permit with Official Receipt, Platinum PhilGEPS Certificate, Tax Clearance, Audited FS with 2024 ITR and Omnibus Sworn Statement) is also required to be submitted along with your quotation/proposal.

**Other Information**

Quotations may be submitted manually at the office of the BAC Secretariat, BAC Office, Valenzuela Medical Center, Padrigal St., Karuhatan, Valenzuela City., through email to vmc.bac2025@gmail.com. For any clarification, you may

call Diana C. Pulido at telephone no. 294-46-25 or via email at vmc.bac2025@gmail.com.

**Created by** Diana C. Pulido

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