



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
PHILIPPINE COCONUT AUTHORITY
 Elliptical Road, Diliman, Quezon City 1101 Philippines
 Tel. Nos.: (02) 8928-4501 to 09 Fax No.: (02) 8926-7631
<http://www.pca.da.gov.ph>

October 18, 2022

REQUEST FOR QUOTATION

The Philippine Coconut Authority (PCA), through its General Services Division, will undertake a Small Value Procurement posted in PhilGEPS with DBM REF#9124200 for the "Calibration of Laboratory Instruments" in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

ITEMS	ABC
LOT 1 - (MICROBIOLOGY LABORATORY) Calibration of three (3) units Incubator Calibration of two (2) units Cooled Incubator Calibration of two (2) units Oven Calibration of two (2) units Water Bath Calibration of one (1) unit Top Loading Balance 6200g Calibration of one (1) unit Top Loading Balance 3100g Calibration of one (1) unit Autoclave Calibration of one (1) unit Pressure Cooker Calibration of seven (7) units Thermohygrometer Calibration of four (4) units Liquid in glass Thermometer Calibration of nine (9) units Digital Thermometer Calibration of two (2) units Bottle-top Dispenser Calibration of seven (7) units Micropipette (0.2-2, 2-20, 1-10, 10-100, 20-200, and two 100-1000ul) Calibration of four (4) units Measuring Pipettes (1, 2, 5, 10ml) Calibration of two (2) units Bactericidal UV Lamp, Shortwave Calibration of one (1) unit Timer Calibration of two (2) units pH Meter	Php. 87,500.00
LOT 2 - (PLANT AND SOIL ANALYTICAL LABORATORY) Calibration of five (5) units Oven Calibration of two (2) units Analytical Balance 54g max Calibration of one (1) unit Analytical Balance 183g max Calibration of two (2) units Analytical Balance 202g max Calibration of four (4) units Measuring Pipet (1, 2, 5, and 10ml) Calibration of five (5) units Pipettors (two 1ml, two 5ml, and 10ml) Calibration of seven (7) units Volumetric Flasks (25, 50, 100, 250, 500, 1000, 2000ml) Calibration of five (5) units Volumetric Pipette (1, 2, 5, 10, 25ml) Calibration of two (2) units Bottle Top Dispenser (10ml) Calibration of nine (9) units Thermohygrometer Calibration of two (2) units Liquid in glass Thermometer Calibration of one (1) unit pH Meter Calibration of three (3) units Furnace Calibration of one (1) unit Digestor/Scrubber	Php. 94,000.00

Calibration of one (1) unit Top Loading Balance 6200g Calibration of one (1) unit Anemometer Calibration of one (1) unit Refrigerated Centrifuge Calibration of two (2) units Sieve (#10 and #20)	
LOT 3 - (CHEMICAL LABORATORY) Calibration of two (2) units Liquid in glass Thermometer Calibration of four (4) units Pipettors (100ul, two 1ml, and 10ml) Calibration of three (3) units Burette (10ml, 25ml, and 50ml) Calibration of four (4) units Measuring Pipettes (1ml, 5ml, 10ml, and 25ml) Calibration of eight (8) units Volumetric Flasks (10, 25, 50, 100, 250, 500, 1000, and 2000ml) Calibration of three (3) units Volumetric Pipette (25, 50, 100ml) Calibration of three (3) units Graduated Cylinder (50ml, 100ml, and 250ml) Calibration of two (2) units Bottle-top Dispenser 50ml and 100ml Calibration of six (6) units Thermohygrometer Calibration of one (1) unit Pycnometer Calibration of three (3) units Oven Calibration of one (1) unit Furnace Calibration of one (1) unit Sieve #60 Calibration of two (2) units Analytical Balance 210g Calibration of one (1) unit Top Loading Balance 4200g Calibration of one (1) unit pH Meter Calibration of one (1) unit Test Weights, Class F1	Php. 62,700.00

The prospective bidders may bid for any lot or all of the lots mentioned above and shall submit the following in a sealed envelope.

- a. SEC or DTI Registration Certificate
- b. Mayor's Permit or Business Permit
- c. PhilGEPS Registration
- d. Prescribed Omnibus Sworn Statement (10 items)


Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from October 18 – October 24, 2022, 1:00pm.

- a. Manual/physical submission in a sealed envelope at the General Services Division's office, 5th floor, PCA R&D Bldg., Diliman, Quezon City
- b. Via online or electronic submission at pcaqc@yahoo.com

Attached is the Terms of Reference as Annex "A".

For inquiries, you may contact us at telephone no. 8-928-4501 loc. 406/408 or email us at pcaqc@yahoo.com

Very Truly Yours,


EDSEL B. PABELLANO
Division Chief
General Services Division

TERMS OF REFERENCE

PROJECT : CALIBRATION OF LABORATORY INSTRUMENTS
LOCATION : LABORATORY BLDG. PCA, ELLIPTICAL RD. DILIMAN, QUEZON CITY

SCOPE OF WORK

Physical checkup of the units.

Functional test for proper operation with a known standard test of instruments.

Cleaning of external part of the instrument.

Issuance of certificate of calibration.

This must be accomplished by an ISO/IEC17025 accredited calibration laboratory.

LOT 1 - (MICROBIOLOGY LABORATORY) Php. 87,500.00

Calibration of three (3) units Incubator

Calibration of two (2) units Cooled Incubator

Calibration of two (2) units Oven

Calibration of two (2) units Water Bath

Calibration of one (1) unit Top Loading Balance 6200g

Calibration of one (1) unit Top Loading Balance 3100g

Calibration of one (1) unit Autoclave

Calibration of one (1) unit Pressure Cooker

Calibration of seven (7) units Thermohygrometer

Calibration of four (4) units Liquid in glass Thermometer

Calibration of nine (9) units Digital Thermometer

Calibration of two (2) units Bottle-top Dispenser

Calibration of seven (7) units Micropipette (0.2-2, 2-20, 1-10, 10-100, 20-200, and two 100-1000ul)

Calibration of four (4) units Measuring Pipettes (1, 2, 5, 10ml)

Calibration of two (2) units Bactericidal UV Lamp, Shortwave

Calibration of one (1) unit Timer

Calibration of two (2) units pH Meter

LOT 2 - (PLANT AND SOIL ANALYTICAL LABORATORY) Php. 94,000.00

Calibration of five (5) units Oven

Calibration of two (2) units Analytical Balance 54g max

Calibration of one (1) unit Analytical Balance 183g max

Calibration of two (2) units Analytical Balance 202g max

Calibration of four (4) units Measuring Pipet (1, 2, 5, and 10ml)

Calibration of five (5) units Pipettors (two 1ml, two 5ml, and 10ml)

Calibration of seven (7) units Volumetric Flasks (25, 50, 100, 250, 500, 1000, 2000ml)

Calibration of five (5) units Volumetric Pipette (1, 2, 5, 10, 25ml)

Calibration of two (2) units Bottle Top Dispenser (10ml)

Calibration of nine (9) units Thermohygrometer

Calibration of two (2) units Liquid in glass Thermometer

Calibration of one (1) unit pH Meter

Calibration of three (3) units Furnace

Calibration of one (1) unit Digestor/Scrubber

Calibration of one (1) unit Top Loading Balance 6200g

Calibration of one (1) unit Anemometer

Calibration of one (1) unit Refrigerated Centrifuge

Calibration of two (2) units Sieve (#10 and #20)

LOT 3 - (CHEMICAL LABORATORY) Php. 62,700.00

Calibration of two (2) units Liquid in glass Thermometer

Calibration of four (4) units Pipettors (100ul, two 1ml, and 10ml)

Calibration of three (3) units Burette (10ml, 25ml, and 50ml)

Calibration of four (4) units Measuring Pipettes (1ml, 5ml, 10ml, and 25ml)

Calibration of eight (8) units Volumetric Flasks (10, 25, 50, 100, 250, 500, 1000, and 2000ml)

Calibration of three (3) units Volumetric Pipette (25, 50, 100ml)

Calibration of three (3) units Graduated Cylinder (50ml, 100ml, and 250ml)

Calibration of two (2) units Bottle-top Dispenser 50ml and 100ml

Calibration of six (6) units Thermohygrometer

Calibration of one (1) unit Pycnometer

Calibration of three (3) units Oven

Calibration of one (1) unit Furnace

Calibration of one (1) unit Sieve #60

Calibration of two (2) units Analytical Balance 210g

Calibration of one (1) unit Top Loading Balance 4200g

Calibration of one (1) unit pH Meter

Calibration of one (1) unit Test Weights, Class F1

OTHER TERMS AND CONDITIONS

1. The prospective bidders may bid for any lot or all of the lots mentioned above and shall submit the following in a sealed envelope.
 - a. SEC or DTI Registration Certificate
 - b. Mayor's Permit or Business Permit
 - c. PhilGEPS Registration
 - d. Prescribed Omnibus Sworn Statement (10 items)
 - e. ISO/IEC 17025 Accredited Calibration Laboratory Certificate
2. Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from October 18 – October 24, 2022, 2022, 1:00pm.
 - a. Manual/physical submission in a sealed envelope at the General Services Division's office, 5th floor, PCA R&D Bldg., Diliman, Quezon City
 - b. Via online or electronic submission at pcaqc@yahoo.com
3. The delivery period from the receipt of Purchase Order is 30 working days.

Note:

1. Incomplete submission of requirements upon deadline will result into disqualification of bids.
2. The supplier must issue Certificate of Calibration after calibration.
3. The supplier must be an ISO/IEC 17025 Accredited Calibration Laboratory

Conforme:

Bidder's Authorized Representative