



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
PHILIPPINE COCONUT AUTHORITY
Elliptical Road, Diliman, Quezon City 1101 Philippines
Tel. Nos.: (02) 8928-4501 to 09 · Direct Line: (02) 8926-7631
Website: pca.gov.ph

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#10279076 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	Php. 216,000.00
Lot 2 – Chemical Laboratory	Php. 193,500.00
Lot 3 – Plant & Soil Analytical Laboratory	Php. 285,000.00

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

- SEC or DTI Registration Certificate
- Mayor's Permit or Business Permit
- PhilGEPS Registration
- Current Income Tax Return duly received by BIR
- Prescribed Omnibus Sworn Statement (10 items)
- ISO/IEC 17025 Accredited Calibration Laboratory Certificate

Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from November 4 to 10, 2023, 1:00pm.

- Manual/physical submission in a sealed envelope at the General Services Division's office, 5th floor, PCA R&D Bldg., Diliman, Quezon City
- 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 III, GSD

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. 216,000.00

Calibration of one (1) unit Autoclave

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

Calibration of three (3) units Top Loading Balance

Calibration of one (1) unit Centrifuge

Calibration of one (1) unit Cooled Incubator

Calibration of three (3) units Incubator

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

Calibration of one (1) unit Oven

Calibration of two (2) units pH Meter

Calibration of one (1) unit Pressure Cooker

Calibration of two (2) units Digital Refractometer

Calibration of one (1) unit Analog Refractometer

Calibration of seven (7) units Thermohygrometer

Calibration of four (4) units Liquid in glass Thermometer

Calibration of nine (9) units Digital Thermometer

Calibration of one (1) unit Timer

Calibration of one (1) unit Ultra Low Freezer

Calibration of two (2) units Water Bath

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

LOT 2 - (CHEMICAL LABORATORY) Php. 193,500.00

Calibration of two (2) units Analytical Balance 210g

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

Calibration of three (3) units Bottle-top Dispenser (two 50ml and 100ml)

Calibration of one (1) unit Furnace

Calibration of three (3) units Oven

Calibration of one (1) unit pH Meter

Calibration of five (5) units Pipettors (100ul, two 1ml, and two 10ml)

Calibration of one (1) unit Sieve #60

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

Calibration of eight (8) units Thermohygrometer

Calibration of two (2) units Liquid in glass Thermometer

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

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

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

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

Calibration of five (5) units Graduated Cylinder (50ml, 100ml, 250ml, 500ml, and 1000ml)

Calibration of one (1) unit Pycnometer

Calibration of one (1) unit Anemometer

LOT 3 - (PLANT AND SOIL ANALYTICAL LABORATORY) Php. 285,000.00

Calibration of one (1) unit Anemometer

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 one (1) unit Top Loading Balance 3000g

Calibration of three (3) units Bottle Top Dispenser (10ml)

Calibration of one (1) unit Refrigerated Centrifuge

Calibration of one (1) unit Digestor/Scrubber

Calibration of one (1) unit EC/TDS Meter

Calibration of three (3) units Furnace

Calibration of five (5) units Oven

Calibration of one (1) unit pH Meter (Benchtop)

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

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

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

Calibration of thirteen (13) units Thermohygrometer

Calibration of two (2) units Liquid in glass Thermometer

Calibration of one (1) unit Variable Auto Dilutor

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

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. Current Income Tax Return duly received by BIR
 - e. Prescribed Omnibus Sworn Statement (10 items)
 - f. 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 November 4-10, 2023, 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