



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 12, 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#9105731 for the "Preventive Maintenance & Calibration of Lab Equipment" in accordance with Section 53.9 of the Implementing Rules and Regulations Act No. 9184 with the following details.

ITEMS	ABC
Preventive Maintenance of one (1) unit Hanna Potentiometric Titrator HI902	Php. 20,000.00
Preventive Maintenance of one (1) unit Sherwood 425 Flame Photometer	Php. 20,720.00
Preventive maintenance and calibration of one (1) unit Karl Fischer Titrator	Php. 37,700.00
Preventive Maintenance of one (1) unit Agilent ICP-OES 720	Php. 28,000.00
Preventive Maintenance of one (1) unit Ductless Fume Hood	Php. 175,660.00

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
- 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 12 – October 17, 2022, 1:00pm.

- Manual/physical submission in a sealed envelope at the General Services Division's office, 5<sup>th</sup> floor, PCA R&D Bldg., Diliman, Quezon City
- Via online or electronic submission at [pcaqc@yahoo.com](mailto: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](mailto:pcaqc@yahoo.com)

Very Truly Yours,

  
**EDSEL B. PABELLANO**  
Division Chief  
General Services Division

*"A food-secure Philippines with prosperous farmers and fisherfolk"*



## **TERMS OF REFERENCE**

**PROJECT : PRVENTIVE MAINTENANCE & CALIBRATION OF LABORATORY EQUIPMENT**

**LOCATION : LABORATORY BLDG. PCA, ELLIPTICAL RD. DILIMAN, QUEZON CITY**

**Lot 1 – Preventive Maintenance and Calibration of one (1) unit Hanna Potentiometric Titrator HI902 (Php. 20,000.00)**

Inspect and check physical condition, main unit and auto sampler  
Check, cleaning of electronic boards, connectors  
Check, inspect burette, syringe and perform prime  
Internal and external cleaning of main unit, auto sampler, tubing  
Inspect and check electrode, temperature probe and dispensing probe  
Lubrication of moving parts, railings  
Perform pH calibration  
Test with actual samples  
Make sure unit is in good working condition

**Lot 2 – Preventive Maintenance of one (1) unit Sherwood 425 Flame Photometer (Php. 20,720.00)**

Calibration and Standard Solution (Sodium & Potassium)  
Cleaning of burner, chamber, igniter, and filter cleaning and measuring aspiration rate  
Checking and testing of gas and air pipeline for possible leak and/or clogging  
Checking and testing of auto-sample gear alignment and functionality  
Standard test and calibration  
Checking and testing of serial printed functionality  
Issuance of calibration / PM certificate / Report: Attaching of calibration / PM stickers

**Lot 3 – Preventive maintenance and calibration of one (1) unit Karl Fischer Titrator (Php. 37,700.00)**

Titration (Internal/External parts)  
Stand, Display unit, measuring cell, Measuring electrode  
Item No. SS-LAB-ANCA-217 (5ml burette)

**Lot 4 – Preventive Maintenance of one (1) unit Agilent ICP-OES 720 (Php. 28,000.00)**

Perform initial performance test  
Check, inspect, and clean the system  
Check G8481A water cooling system and clean SPS4 auto sampler  
Check ICP-OES instrument  
Perform ICP-OES performance test  
Documents Included: Sticker, Technical Service Report, PM Documents, PM Certificate

**Lot 5 – Preventive Maintenance of one (1) unit Ductless Fume Hood (Php. 175,660.00)**

Cleaning of the internal & external parts of the unit  
Redesign the unit for better airflow  
Provision of the new HEPA filter & activated carbon filter  
Supply new motor blower with airflow monitor digital display  
Perform routine check-up and testing

Provide service report and performance validation certificate

**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)
2. Financial proposal and complete set of eligibility documents shall be submitted in either of the following manner from October 12 - 17, 2022, 2022, 1:00pm.
  - a. Manual/physical submission in a sealed envelope at the General Services Division's office, 5<sup>th</sup> floor, PCA R&D Bldg., Diliman, Quezon City
  - b. Via online or electronic submission at [pcaqc@yahoo.com](mailto:pcaqc@yahoo.com)
3. The delivery period from the receipt of Purchase Order is 30 working days.

Conforme:

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Bidder's Authorized Representative