



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>

September 29, 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#9060388 for the "Preventive Maintenance & Calibration of Laboratory 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 Ankom XT10 Fat Analyzer	Php. 22,000.00
Preventive Maintenance of one (1) unit Sherwood 425 Flame Photometer	Php. 20,720.00
Preventive Maintenance of one (1) unit Perkin Elmer PinAAcle 900F	Php. 40,000.00
Preventive maintenance and calibration of one (1) unit Lovibond Tintometer PFXi-950	Php. 22,000.00
Preventive maintenance and calibration of one (1) unit Karl Fischer Titrator	Php. 37,700.00

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

- 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 September 29 – October 4, 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 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 Ankom XT10 Fat Analyzer (Php. 22,000.00)**

- Visual and physical of the unit
- Inspect and check electrical and electronic connections
- Cleaning of instruments (Internal & External)
- Cleaning of water inlet filter / replace if necessary
- Cleaning of compression fittings / replace if necessary
- Check vessel o-ring / replace if necessary
- Check and clean solenoid valves / replace if necessary
- Test run and observe

**Lot 3 – 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 4 – Preventive Maintenance of one (1) unit Perkin Elmer PinAAcle 900F (Php. 40,000.00)**

- Cleaning of Burner Housing Assembly
- Cleaning of sample introduction system
- Replace/clean air filter
- Cleaning and checking gas connections on burner assembly
- Cleaning of sample quartz window
- Optimization and Validation Test

**Lot 5 – Preventive maintenance and calibration of one (1) unit Lovibond Tintometer PFXi-950 (Php. 22,000.00)**

- Internal inspection of electrical wires & signal connectors
  - Check for damages to the wire or insulation
  - Check wires for excess or insufficient insulation clearance
  - Check the condition of crimp terminals
- Checking of all optical parts, including the lenses and windows for cleanliness
- Checking of all keypad functions, including keypad audible feedback
- Checking of the status of the lamp/light source
- Testing of all, other available color scale and internal program options
- Inspection and testing of the board mounted RAM battery
- Inspection of the condition of the stepper motor for the filter wheel
- Inspection of the quality of all mounted wavelength filter on the filter wheel
- Alignment of the lamp, sample holder, filter wheel and detector of the unit
- Calibration and performance verification using Lovibond conformance standard filters

**Lot 6 – 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)

**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 September 29 – October 4, 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