



Republic of the Philippines
Department of Health
Regional Health Office No. 02
BATANES GENERAL HOSPITAL
"PHC Accredited Health Care Provider"
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TERMS OF REFERENCE FOR CALIBRATION SERVICES

I. INTRODUCTION

The Batanes General Hospital in its continued effort to render quality healthcare services among its clients, has identified the need for its various medical equipment to be calibrated in order to determine/check if the devices are functioning normally and thereby provide the best result needed.

The prospective bidder shall carry out the work in accordance with the TERMS OF REFERENCE outlined in this document.

II. OBJECTIVE

The main objective of this Calibration Services is to check functionality of various medical/laboratory/x-ray devices/equipment being used by the different areas of the hospital in the delivery of healthcare.

III. CONDITION

The schedule of the Calibration Services will be determined after mutual agreement between the two (2) contracting parties.

The following shall be performed/provided by the prospective bidder:

1. Conduct calibration or verification of equipment whichever is applicable.
2. Attach CALIBRATION STICKER on every successfully calibrated equipment duly signed by the person who performed the actual calibration.
3. Issue corresponding CALIBRATION CERTIFICATE.

The conduct of Calibration Services shall be held in Batanes General Hospital, Basco, Batanes. Transportation expenses, lodging and other incidental expenses shall be on the account of the prospective bidder.

V. REPORTING

Upon satisfactory completion of the Calibration Services, a written Report shall be submitted to the Procuring Entity outlining the result of the services performed, explaining in detail if there are any findings and recommendations for maximum utilization of the equipment.

Prepared by:


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Approved:


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**LIST OF MEDICAL/LABORATORY/X-RAY EQUIPMENT
SUBJECT FOR CALIBRATION/VERIFICATION FOR CY 2015**

No.	Name of Equipment	# of Units	Location
1	Anesthesia Machine	2	Nursing
2	Autoclave	1	Nursing
3	Cardiac Monitor	2	Nursing
4	Cautery Machine	3	Nursing
5	Clinical centrifuge	1	Laboratory
6	Defibrillator	2	Nursing
7	Hematocrit Centrifuge	1	Laboratory
8	Incubator	2	Nursing
9	Infusion Pump	2	Nursing
10	Micropipette	10	Laboratory
11	Microplate Incubator	1	Laboratory
12	Oxygen Concentrator	1	Nursing
13	Oxygen Gauge	9	Nursing
14	Phototherapy	4	Nursing
15	Serological Centrifuge	1	Laboratory
16	Sphygmomanometer	14	Nursing
17	Stationary X-ray Machine	1	Radiology
18	Sterilizer, table top	1	Nursing
19	Suction Apparatus	6	Nursing
20	Syringe Pump	2	Nursing
21	Water Bath	1	Laboratory
22	Weighing Scale	5	Nursing

Prepared by:


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 Engineer II

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 M.S. II/OIC, Chief of Hospital III



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INVITATION TO APPLY FOR ELIGIBILITY AND TO BID
ITB-2015-06

**PUBLIC BIDDING FOR THE CALIBRATION/VERIFICATION SERVICES ON VARIOUS MEDICAL, LABORATORY
& X-RAY EQUIPMENT**

1. The Department of Health, Batanes General Hospital through its Bids and Awards Committee (BAC), invites interested bidders to bid on a per lot basis. **Total ABC of the project is PHP600,000.00.** Bids received in excess of the ABC shall be automatically rejected at bid opening. Prospective bidder(s) must comply with the following minimum requirements:
 - a. In the current business for at least three (3) years and still in operation.
 - b. Not blacklisted by any other government office or agency.
 - c. Has a valid PhilGEPS Certificate.
2. Source of Fund: GOP Funds
3. All particulars relative to Eligibility Statement and Screening, Bid Security, Performance Security, Pre-Bidding Conference(s), Evaluation of Bids, Post-Qualification and Award of Contract shall be governed by the pertinent provisions of R.A. 9184 and its Implementing Rules and Regulation (IRR).

Bidding is restricted to Filipino citizens/sole proprietorship, partnership or organization with at least seventy five per cent (75%) interest or outstanding capital stock belonging to citizens of the Philippines.
4. Bidders should have completed within two (2) years from date of submission and receipt of bids a contract similar to the project. The description on an eligible bidder is contained in the Bidding Documents, particularly in Section II. Instruction to Bidders.
5. The Invitation to Bid may be downloaded from the websites of **Philippine Government Electronic Procurement System (PhilGEPS)** and **Batanes General Hospital (BGH)** at www.batanesgeneralhospital.doh.gov.ph. The complete set of Bidding Documents may be purchased by interested Bidders upon payment of a non-refundable fee of PHP1,000.00. The Bidding Documents shall be received personally by the prospective Bidder or his duly authorized representative upon presentation of proper identification document.
6. The complete schedule of activities is listed as follows:

Activities	Date/Time	Venue
Issuance of Bidding Documents	March 6, 2015 – March 26, 2015/9:00am - 4:00pm during weekdays	BGH Administrative Office, 2/F Administrative Building, Kayhuvokan, Basco, Batanes
Pre-bid Conference	March 13, 2015, 2015/2:00pm	BGH Conference Room, 2/F Administrative Building, Kayhuvokan, Basco, Batanes
Deadline for Submission of Bids	March 26, 2015/2:00pm	BGH Conference Room, 2/F Administrative Building, Kayhuvokan, Basco, Batanes
Opening of Bids	March 26, 2015/2:00pm	BGH Conference Room, 2/F Administrative Building, Kayhuvokan, Basco, Batanes

7. Pre bid conference shall be open to all interested parties who have purchased the Bidding Documents. For other inquiries, prospective Bidder may call the BGH-BAC Secretariat c/o Mr. Charles Luthian E. Bala Cellphone No. 09995533785 and/or Mr. Juberg C. Feruela at Cellphone No. 09478928508, respectively, or visit BGH Office at the address below.

8. Bids must be delivered to the Batanes General Hospital, Administrative Building at the address below on or before March 26, 2015 at 2:00 p.m.. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount in ITB Clause 18.

Bids will be opened in the presence of the bidders' representatives who choose to attend at the address above. Late bids shall not be accepted.

9. The Batanes General Hospital Bids and Awards Committee (BGH-BAC) assumes no obligation whatsoever to accredit any firm or entity that does not meet its registration and eligibility requirements or to award any project to any firm or entity on the sole basis of registration. Further, BGH-BAC assumes no responsibility whatsoever to compensate any firm or entity for any amounts or expenses incurred in the preparation of registration and eligibility form. Furthermore, BGH-BAC reserves the right to reject or accept bids, to annul the bidding process and to reject all bids prior to contract award, without thereby incurring any liability to the affected Bidder or Bidders, *if the fund/allotment for said program/project/activity has been withheld or reduced through no fault of its own. (GPPB Circular No. 01-2009, dated January 20, 2009)*



RICHARD PAUL G. ONG, MD.

BAC-Chairman

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