



Republic of the Philippines  
**PROVINCE OF CAMARINES NORTE**



**BIDS AND AWARDS COMMITTEE**

**REQUEST FOR QUOTATION FOR GOODS (RFQG)  
NEGOTIATED PROCUREMENT - TAKE-OVER OF CONTRACTS**

The Provincial Government of Camarines Norte (PGCN), through its Bids and Awards Committee (BAC), hereby invites all interested contractors/suppliers, to quote their lowest price on the project stated below, subject to the Terms of Reference (TOR), in accordance with Section 35.3 R.A. 12009.

Name of Project and Location:	<b>SUPPLY, DELIVERY, INSTALLATION, TESTING, COMMISSIONING &amp; CALIBRATION OF ONE (1) UNIT REFRIGERATED CENTRIFUGE CNPH, DAET, CAMARINES NORTE</b>
Purchase Request Number:	<b>PR#24103037</b>
Approved Budget for the Contract:	<b>P4,000,000.00</b>

**TERMS OF REFERENCE**

- I. The following documentary requirements shall be submitted **together** with the price quotation (**sealed in an envelope**):
  1. Valid PhilGEPS Registration Certificate-Platinum (Attach Annex "A" stating that you have a current and updated file of the following Class "A" eligibility documents under Rule VIII Section 52, 52.4.2, 54.2 (b)
    - a. DTI/SEC/CDA
    - b. Mayor's Business permit
    - c. Tax Clearance
    - d. Audited Financial Statements
  2. License to operate (LTO) issued by FDA as medical device distributor/importer.
  3. BIR Registration Certificate
  4. Quotations **not** accompanied by the documents stated shall be automatically disqualified
- II. Additional Requirements to be submitted within five (5) days from opening of sealed quotations:
  1. CPR (Certificate of Product Registration) or CMDN (Certificate of Medical Device Notification) or CMDR (Certificate of Medical Device Registration) or its equivalent document.
  2. Product brochure or technical data sheet(s) of the equipment showing the technical specification in English language.
  3. Valid and current Certificate of Compliance of manufacturer of the equipment with the latest version of ISO 9001: Quality Management System- Requirements for regulatory purposes in the name of the **manufacturer**. The Certificates must be issued by an Independent Certifying Body/Agency.



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4. Valid and current Certificate of Compliance and/or Test Report. The Certificate and/or Test report must be issued by an Independent Certifying Agency.
5. Valid Certificate of Distribution (as first tier Distributor) issued by the Manufacturer of each equipment authorizing the bidder to sell/distribute the offered equipment.
6. Notarized Certificate from the bidder:
  - a) That the brand of the equipment has been in the local and/or international market for at least (10) years.
  - b) That the equipment and its accessories are brand new, unused, not discontinued models and were not subjected to any product recall.
  - c) Bidder's valid and current License to Operate (LTO) as medical device distributor issued by the Philippine Food and Drug Administration. In case of expired LTO, the following must be submitted:
    - i. Copy of expired LTO
    - ii. Application of renewal
    - iii. Official Receipts as proof of payment for the renewal of LTO
7. Certificate of training of machine technicians and engineers in handling the equipment issued by the manufacturer.
8. Calibration certificate of the equipment from the manufacturer.

**Implementation Schedule:**

The project should be completed within **10 calendar days** starting from receipt of Notice to Proceed (NTP).

**II. General Conditions:**

1. All quotations must be legibly written.
2. Price offers exceeding the Approved Budget for the Contract (ABC) shall be automatically disqualified.
3. Total bid offers shall be inclusive of taxes such as but not limited to VAT, income tax, local tax other levies.
4. Price quotation will be valid for **60 calendar days** from date of opening of sealed quotations.
5. The price offered shall not be subject to any increase for whatever reason including in cases of devaluation/inflation during the entire duration of the contract.

**III. Awards of Contract**

All submitted quotations will be evaluated and calculated including its eligibility requirements. The BAC shall recommend to the Head of the Procuring Entity the award of contract to the contractor/supplier with the Single or Lowest Calculated Responsive Quotation, setting forth the names of those who responded to the Request for Quotations (RFQ) with an Abstract of Quotations.



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**IV. Performance of Security**

1. To guarantee the faithful performance of the successful bidder of its obligation under the contract, it shall post a Performance Security within ten (10) calendar days from the receipt of Notice of Award (NOA), which shall answer for any liability arising from the performance of the contract.
2. The Performance security shall be in the form chosen by the Procuring Entity and in the amount not less than the required percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (Not less than the required percentage of the Total Contract)
(a) Cash or Cashier's/Manager's check issued by a Bank.  For biddings conducted by LGUs, the cashier's or manager's check may be issued by or other banks certified by the BSP as authorized to issue such financial instrument.	Goods and Consulting Services- Five Percent (5%)
Bank draft or guarantee or irrevocable Letter of Credit issued by a Bank. If issued by a foreign bank, it shall be confirmed or authenticated by a local bank.	Infrastructure Projects Ten Percent (10%)
Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)

3. The performance security posted in favor of the Procuring Entity shall be forfeited in the event it is established that the Contractor is in default in any of its obligations under the Contract.

**V. Contract Signing**

1. The Provincial Government Camarines Norte shall enter into contract with the winning bidder upon posting of the required Performance Security and insurance coverage. The following documents shall form part of the contract: a. Contract Agreement;  
b. Terms of Reference;  
c. Price Quotation Form including the detailed cost computation of estimated costs; and  
d. Notice of Award



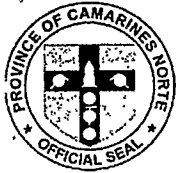
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- VI. Notice to Proceed (NTP)  
The Provincial Government of Camarines Norte shall issue the NTP to the successful bidder upon approval of the contract by the Head of the Procuring Entity.
- VII. Contract Implementation:  
The rules and regulations and other aspect of contract implementation shall be in accordance with Sec. 71.1
- VIII. Warranty Security:
1. To guarantee that the contractor shall perform its responsibilities as prescribed in Section 90.2.3.1 of this IRR, it shall be required to post a warranty security in the form chosen by the Procuring Entity in accordance with the following schedule.

Form of Warranty Security	Amount of Warranty Security  (Not less than the required percentage of the Total Contract Price)
(a) Cash or Letter of Credit issued by a Bank: Provided, however, That the Letter of Credit shall be confirmed or authenticated by a local bank, if issued by a foreign bank.  For biddings conducted by LGUs, the Letter of Credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument.	Five percent (5%)
(b) Bank Guarantee confirmed by a Bank.  For biddings conducted by LGUs, the bank draft/guarantee may be issued by other banks certified by BSP as authorized to issue such financial instrument.	Ten percent (10%)
(c) Surety bond callable upon demand issued by GSIS or a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)



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2. The warranty security shall be denominated in Philippine Pesos, remain effective for one (1) year from the date of issuance of the Certificate of Final Acceptance by the PGCN.

Funded through the **TRUST FUND – DOH – Health Facility Enhancement**.

Interested contractors/suppliers may obtain further information from the **Provincial Government of Camarines Norte** and inspect the Terms of Reference at the address given below from **8:00 a.m. to 5:00 p.m., Monday to Friday, except Holidays**.

A complete set of Request for Quotation Documents may be acquired by interested contractors/suppliers on **December 5, 2025 – December 11, 2025** at the **BAC Secretariat, Provincial Capitol Building, Daet, Camarines Norte** upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Five Thousand Pesos (P5,000.00)**. The Procuring Entry shall allow the contractor/suppliers to present its proof of payment for the fees in person.

All Quotations together with the required documents must be placed in a sealed envelope marked **Supply, Delivery, Installation, Testing, Commissioning & Calibration of One (1) unit Refrigerated Centrifuge** must be duly received by the BAC Secretariat at the address below on or before **December 11, 2025 at 1:30p.m.** Late bids shall not be accepted.

Opening of sealed quotations shall be on **December 11, 2025 at 2:00p.m. onwards** at the **Provincial Capitol Building, Daet, Camarines Norte**. Bids will be opened in the presence of the contractors/supplier's representatives who choose to attend the activity.

For further inquiries, please coordinate with the BAC Secretariat the address below:

**ENGR. ALMIRANTE A. ABAD**  
Provincial Agriculturist / Head, BAC Secretariat  
Bids and Awards Committee Office,  
Provincial Capitol Bldg., Daet, Camarines Norte  
[bacsecretariat2025@gmail.com](mailto:bacsecretariat2025@gmail.com)

The Provincial Government of Camarines Norte reserves the right to reject any or all price quotations, to waive any minor defects therein, to annul the bidding process, to reject all price quotations, at any time prior to contract award, thereby incurring any liability to the affected bidder(s), and to accept only the offer that is most advantageous to the government.

The PGCN assumes no responsibility whatsoever to compensate and indemnify bidders for any expenses incurred in the preparation of their price quotations.

  
**ATTY. ARCHIMEDES O. YANTO**  
Provincial Legal Office/BAC Chairperson



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BIDS AND AWARDS COMMITTEE  
PRICE QUOTATION

TO: **ATTY. ARCHIMEDES O. YANTO**  
Provincial Legal Officer/BAC Chairperson

Sir:

After having fully read and accepted the Terms of Reference for the **SUPPLY, DELIVERY, INSTALLATION, TESTING, COMMISSIONING & CALIBRATION OF ONE (1) UNIT REFRIGIRATED CENTRIFUGE**, I hereby submit, in a sealed envelope, my price quotation, along with the required documents and detailed computation of estimated costs.

ITEM	QUANTITY	UNIT	ARTICLES	UNIT PRICE	AMOUNT
1.	1	unit	<p><b>Supply, Delivery, Installation, Testing, Commissioning &amp; Calibration of One (1) unit Refrigerated Centrifuge</b></p> <p><i>Technical Parameters:</i> Max Capacity: 1000mL *6 Max Speed: 6000 rpm Max RCF: 6600xg Speed Precision: ±20 rpm Temp Range: 20°C- 40°C Temp Accuracy: ±1°C Refrigeration Function: Yes Timing Range: 1-9h59min Noise:≤65dB Power Supply:AC110/220V±10%, 60Hz External Size (W*D*H) mm: 750*850*940 Package Size (W*D*H) mm: 1000*880*1350 Net/Gross Weight (kg): 310/355</p> <p><i>Features:</i></p> <ul style="list-style-type: none"><li>➤ Microprocessor control, digital display with the temperature, time and speed</li><li>➤ Brushless motor, free maintenance, speed up and down quickly</li><li>➤ Automatically electric lid lock, over speed, over temperature and imbalance prediction</li></ul>		



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			<p>➤ Stainless steel centrifugal chamber and lid</p> <p><i>Rotor:</i> Volume(ml) Max speed (r/min) MaxRCF (xg) Swing Rotor Round Cup 6*1000ml 4200 5100 Adaptor 6*2*200ml (Blood Bag Adapter) or 6*400-500ml (Blood Bag Adapter) Swing Rotor Oval Cup 6*1000ml 4200 5100</p> <p><i>Warranty:</i> 2years on Part and Services 5years on Preventive Maintenance and Calibration</p>		
Sub-Total					

If our bid is accepted, we undertake to provide the required performance security.  
We agree to abide by this bid for the bid validity period of **60 days** and it shall remain binding upon us and may be accepted at any time before the expiration of that period, and the delivery of goods be completed within **10 CD** starting from receipt of Notice to Proceed (NTP).

Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your Notice of Award (NOA) shall be binding upon us.

We understand that you are not bound to accept the lowest or any bid you may receive.

\_\_\_\_\_  
Name of Firm/Offeror

\_\_\_\_\_  
Printed Name and Signature of Representative

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone No./Cellphone No./E-mail Address

\_\_\_\_\_  
Date