

TERMS OF REFERENCE

Purchase of Various Medical Equipment (Competitive Bidding)

A. Background :

Medical Devices are considered a fundamental component of Health Systems; the benefits they can provide continue to increase as they're essential to prevent, diagnose, treat and rehabilitate illnesses and diseases in a safe and effective way.

With the right medical equipment, medical professionals can treat patients efficiently. They can also utilize the right choice of equipment for specific conditions. This ensures faster recovery for the patient and proper diagnosis from the doctor's end.

- B. **Objectives** :To procure various medical equipment that will be use by the hospital with the specifications stipulated and attached on this Terms of Reference (TOR)

C. Approved Budget for the Contract

The Approved Budget of the Contract (ABC) is **Eight Million Two Hundred Ninety-Four Thousand Eight Hundred Ninety-Six Pesos and Thirty-Six Centavos (Php 8,294,896.36)**, inclusive of VAT and other applicable government taxes.

D. Provincial Government of Cavite (PGC) requirements.

In addition to the provisions of RA 9184 and its IRR, the following are the PGC requirements:

1. The bidders must be continuously operating in the Philippines for the past five (5) years. Line of Business (LOB) must be for distribution of medical devices and equipment.
2. The bidders must have no pending case(s) against the government.

E. Scope of Work :

A. Delivery and Installation

1. Delivery and installation within thirty (30) calendar days commencing on the receipt of notice to proceed.

2. All delivered medical equipment and instrument must be **BRAND NEW**.
3. The winning bidder shall provide for free the peripheral devices like cables, connectors, adapters and accessories not specified but are essential for the unit to function during installation.
4. Delivered surgical instrument like laparoscopic instrument set must be a high grade of stainless steel (SAE 304 or SAE 316). If found not to be in high grade stainless steel within three (3) months, the supplier must replaced the said item.
5. Deliveries should be made within office hours and on regular working days on or before the stipulated date in the contract unless otherwise specified for valid reason why the same cannot be complied with.

B. Warranty

1. Warranty period shall commence from the date of acceptance by the end-user after installation, testing and commissioning.
2. The warranty of one (1) year on service and parts for the following medical equipment :
 - a. Mortuary Freezer / Refrigerator
 - b. 24- placer Centrifuge
 - c. 6- placer Centrifuge
 - d. Serologic Centrifuge
 - e. Platelet Agitator
 - f. Tissue Flotation Bath
 - g. Vortex Mixer
 - h. Hot Plate
 - i. Cytocentrifuge
 - j. Therapeutic Ultrasound Machine dual head small and large
 - k. Continuous Passive Motion(CPM) Smart Rehabilitation Solution
 - l. Heavy duty Suction Machine
 - m. Portable Suction Machine
 - n. Hydraulic Hospital Stretcher
 - o. Automatic External Defibrillator (AED) for Infants and Children
 - p. Newborn Hearing Screening Machine
3. During the warranty period, the winning bidder shall provide technical personnel free of charge to service the system and all its components/peripherals whenever hardware and/or related problem should occur. Should there be a need to pull-out a unit for repair: a replacement unit with at least the same specifications must be provided by the supplier before actual pull-out of the malfunctioned unit.
4. Provide free quarterly preventive maintenance and calibration during the warranty period of the equipment/ instrument.

C. Testing and Commissioning

1. During testing of medical equipment, the medical equipment maintenance engineer/technician of the hospital will attest the actual test of the service engineer/technician of the supplier.
2. The service engineer will provide the service report for the actual test performed.

D. Inspection and Acceptance

1. After Sales Service and Support during the warranty period, all reported defects shall be completely / satisfactorily repaired / replaced by the winning bidder/supplier.
2. The PGC shall have the right to reject and return the unit(s) and cancel the corresponding Contract if units delivered are defective, incomplete or noncompliant to the specifications herein specified.

E. Maintenance

1. The supplier must provide a service engineer/technician for the repair and maintenance of medical equipment after the warranty period.

F. Responsibilities :

Supplier

1. The supplier must have a technical service center
2. Provide operations' training for end-user and troubleshooting training for biomedical engineers. The supplier will provide the certificate of training. The trainings will provide to the medical equipment listed on the (B. Warranty ITEM 2) excluding the laparoscopic instrument set .
3. Provide a certification from the principal that the service engineers are factory trained on service and repair.
4. Provide a certification from the bidder/supplier that at least one service engineer is available locally to provide quick-on site support.
5. Provide the certificate of calibration for the following medical equipment.
 - a. Mortuary Freezer / Refrigerator
 - b. 24- placer Centrifuge
 - c. 6- placer Centrifuge
 - d. Serologic Centrifuge
 - e. Tissue Flotation Bath
 - f. Cytocentrifuge
 - g. Therapeutic Ultrasound Machine dual head small and large
 - h. Continuous Passive Motion(CPM)
 - i. Heavy duty Suction Machine
 - j. Portable Suction Machine
 - k. Automatic External Defibrillator (AED) for Infants and Children
 - l. Newborn Hearing Screening Machine

6. Provide original and hard copy of operators and service manuals (2 copies each) upon delivery. Provide also the soft copies of manuals.
7. Provide a certificate of availability of spare parts and consumables must be available in the Philippines for the next ten (10) years.
8. Provide a certificate of good manufacturing practice and valid certificate of manufacturer's compliance with ISO 13485
9. Provide the certificate of medical device notification (CMDN) or certificate of medical device registration (CMDR) for the medical equipment.
10. Provide an Automatic Voltage Regulator or UPS suitable for the medical equipment specified on ITEM 3 if applicable. The AVR should be servo motor control type, toroidal transformer, with time delay, 230v, 60 Hertz, single phase.

Prepared by:



VER C. BAUTISTA, RME, CBET, MBA
MET III

Noted by:



NONIE JOHN L. DALISAY, MD, FPOGS, MBA
Provincial Health Officer II

Approved by:



ROBEL VINCENT T. BAE
Provincial Administrator