



TERMS OF REFERENCE FOR PREVENTIVE MAINTENANCE OF VARIOUS EQUIPMENT (NOVALICHES DISTRICT HOSPITAL)

1. Undertake Preventive Maintenance according to listed equipment as provided by **NOVALICHES DISTRICT HOSPITAL**.

Preventive Maintenance includes, among others, a general functional check-up of all the parts of the equipment, especially the vitals ones; including calibration, cleaning and notice/recommendation to replace parts and preparation/submission of technical service reports.

2. Provide **NOVALICHES DISTRICT HOSPITAL** the list of tools and instruments that will be used for calibrating the equipment; and, a certification that the equipment is maintained and calibrated in accordance with International Safety Standards.
2. The bidder must Accredited and Authorized Calibration Laboratory for Biomedical Testing Equipment in the Philippines with an established Office within Metro Manila that assures immediate Service for ON CALL Requested Service.
4. Submit the appropriate certificates of preventive maintenance, operations and/or safety duly signed by a PRC License Engineer for their calibration of the unit to **NOVALICHES DISTRICT HOSPITAL**, upon rendition of every service.
5. Terms of Delivery: Upon issuance of Notice to Proceed until December 31, 2024.
6. Manpower:
 - Service team is managed by a full-time employee and a duly licensed engineer, preferably an electronics engineer with a valid PRC ID in compliance with RA9292.
 - Calibration certificate should sign by a full-time employee and a duly licensed engineer with a Valid PRC ID.
 - The above positions should not supersede function to each other.
 - Service Technicians performing services must have TESDA NC II Certified Biomed Technicians to ensure service to NOVALICHES DISTRICT HOSPITAL is unimpeded by other operations or service commitment of the bidder
7. Abide by and cause its personnel to comply with any laws, rules, and regulations applicable to its operations/business as well as with all existing policies and guidelines and such other hospitals regulations issued from time to time by **NOVALICHES DISTRICT HOSPITAL** or any of its Hospital Committees, Sections or Department including office orders issued in relations to the service under this contract.
8. Notarized Certificate that the bidder must be in the business for at least 5 years. (Must Present SEC REGISTRATION)
9. Must have an existing contract for Preventive and Calibration in other government hospital for at least five (5) years continuously (must present a contract/purchase order and certification from the hospital)



10. Bidder must have PREVENTIVE MAINTENANCE AND CALIBRATION SERVICE PROVIDER with a single largest similar contract with tertiary level hospital in Metro Manila.
11. Must have Certificate of Very Satisfactory Performance minimum of three (3) government hospital.


SCOPE OF SERVICES

1. SERVICE PROVIDER shall provide qualified Technical Service Personnel with the right tools and certified testing equipment to conduct the required maintenance on the agreed schedule for the equipment listed above.
2. SERVICE PROVIDER should have an authorized calibration laboratory for testing equipment (test tools) in the Philippines.
3. The Service Agreement shall consist of the following:
 - a. PREVENTIVE MAINTENANCE AND CALIBRATION - A complete equipment system functional check, cleaning and calibration or adjustments for either mechanical or electronic reliability to ensure optimum working condition of the equipment
4. For any other equipment not included in the contract, SERVICE PROVIDER shall charge the NOVALICHES DISTRICT HOSPITAL separately for the services provided.
5. DOCUMENTATION AND REPORTS – SERVICE PROVIDER shall document all the maintenance services done as well as parts replaced, troubleshooting performed in order to have a readily available historical data.
6. SERVICE PROVIDER shall provide CLIENT the following after SERVICE RENDERING:
 - a. List of Medical Equipment under contract with Findings/Status of Equipment
 - b. List of Test and Measuring Tools Used
 - c. Documents
 - i. Service Reports
 - ii. Preventive Maintenance Checklists
 - iii. Calibration Certificates (as needed)
 - d. Valid Certifications of Technicians and License of Engineers that performed the service
 - i. TESDA Biomed Equipment Servicing NC II for Technicians
 - ii. PRC License for Engineers

Prepared by:


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Approved by:


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