



REQUEST FOR QUOTATION
NEGOTIATED PROCUREMENT
SECTION 53.1

DATE : MARCH 22, 2023
PROJECT NO. : CGSD-23-SERVICES-0128B

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : PREVENTIVE MAINTENANCE OF GENERATOR SETS
Approved Budget of the Contract : Php 1,982,618.34
End-User / Implementing Office : CITY GENERAL SERVICES DEPARTMENT

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided. Submit your quotation duly signed by you or your duly authorized representative not later than **MARCH 27, 2023 , 11:00 a.m.** Philippine Standard Time, together with the following documents of your company:

- 1 PhilGEPS certificate (not expired on the time of opening of quotations);
- 2 Business Registration (DTI/SEC)
- 3 Mayor's/Business Permit (2023);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by the **QC BAC- Goods and Services**
- 6 Income/Business Tax Return (for FY 2021) (For ABCs above P500,000.00)
- 7 If applicable, the JVA in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

in a **SEALED LONG BROWN ENVELOPE** issued by QC BAC- Goods and Services.

(Sgd.) **MA. MARGARITA T. SANTOS**
Chairperson, BAC- Goods and Services

TERMS AND CONDITIONS

- 1. Bidders shall **provide correct and accurate** information required in this form.
- 2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
- 3. Price quotation/s, to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
- 4. Quotation **exceeding** the Approved Budget for the Contract (ABC) shall be **rejected**.
- 5. Award of contract shall be made to the lowest quotation (for goods) or the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
- 6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
- 7. The City General Services Department (CGSD) shall have the right to inspect the goods.
- 8. Non-submission of eligibility documents shall mean disqualification of Quotation.
- 9. Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. CGSD shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
- 10. Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s as follows:

ITEM NO.	ITEM & DESCRIPTION	UNIT OF ISSUE	QTY.	UNIT PRICE	ITEM TOTAL
	<i>Preventive Maintenance of Generator Sets</i>				
1	High Rise Building Caterpillar 875 kVA, 700kW	months	9		
2	Legislative Building Cummins 754 kVA, 603 kW	months	9		
3	Annex Building Cummins 625 kVA, 500 kW	months	9		
4	Civic Center A & B Cummins 1,265 kVA, 1,012 kW	months	9		
5	Civic Center C Stamford 444 kVA, 355 kW	months	9		
6	Civic Center D Cummins 750 kVA, 600 kW	months	9		
7	Civic Center D Cummins 1000 kVA, 910 kW	months	9		
8	Civic Center E Supermaly 687.5 kVA, 550 kW	months	9		
9	Civic Center F Cummins 1000 kVA, 910 kW	months	9		
10	Civic Center F Cummins 1000 kVA, 910 kW	months	9		
11	NGO Cummins 385 kVA, 313 kW	months	9		
12	DRRMO Cummins 385 kVA, 313 kW	months	9		
13	DPOS Cummins 385 kVA, 313 kW	months	9		
14	Multi-level Parking Cummins 187 kVA, 170 kW	months	9		
15	Library Westin power 270 kVA, 216 kW	months	9		
16	QMC Underpass Perkins 132 kVA, 105 kW	months	9		
17	Philcoa Underpass Perkins 120 kVA, 96 kW	months	9		
18	Archival Building AGG 400 kVA, 320 kW	months	9		
19	Central Warehouse AGG 313 kVA, 250 kW	months	9		

20	Quezon Ave. cor. EDSA pumping station Cumper 270 kVA, 216 kW	months	9		
	<p>A. <u>PROJECT SCOPE OF WORK</u></p> <ol style="list-style-type: none"> 1. Check and clean automatic transfer switch. 2. Check and clean generator. 3. Check and clean generator shed/house. 4. Check fuel level, must be at least 70% full, refill of fuel if necessary. 5. Check for any leak (fuel tank, engine, filters, coolant, batteries and other components). 6. Check engine filter, fuel filter, oil filter and coolant filter. 7. Check if all components are properly closed or covered. 8. Check motor oil, coolant and battery water level. 9. Check battery connections and measure terminal voltage. 10. Check battery charger and DC voltage measured by the system. 11. Check ventilation system of engine and the shed. 12. Testing and commissioning. 13. Check and calibrate pre-heating and cooling down operations. Pre-heating time must not exceed 3 minutes and the cooling down must not exceed 5 minutes. 14. Check the following parameters: Voltage (Lines 1, 2 and 3), Current (Lines 1, 2 and 3), Power Factor, Frequency, Speed, Water temperature and oil pressure. 15. Record all acquired data. 16. Submit service report stating preventive maintenance activities, checked, repaired, troubleshoot and calibrated components, countersigned by an authorized CGSD representative. <p>B. <u>RESPONSIBILITIES OF THE CONTRACTOR</u></p> <ol style="list-style-type: none"> 1. Provide qualified technicians, tools, supervision and equipment necessary to conduct preventive maintenance check-up and corrective repairs as per attached scope of works. 2. Provide qualified/certified hauler of generator sets' hazardous waste as mandated by the Department of Environment and Natural Resources (DENR). 3. Provide manpower assistance to any activities concerning the generator sets including the testing proper of the generators as required by the DENR. 4. Conduct operation/ maintenance training and issue corresponding Certificate of Participation. 5. Minor repair and adjustments as per required in the periodic schedule shall be undertaken at no cost to the end user. Quotation to supply spare parts and other materials shall be submitted for approval prior to installation and billing. 6. Service reports will be accomplished at the site and copies shall be submitted to the end user's representative at the site with the latter's written acknowledgement on it, right after rendering services. 				

	<p>7. Provides advance schedule of visits to ensure full coverage of the enrolled units. Advance notice of changes in the schedule shall be communicated with dispatch by either party.</p> <p>8. Train on site operator on the proper operation and maintenance activities. Provide a 24 to 48 hours servicing capability as needed for emergency.</p> <p>9. Keep a complete generator set record that will be vital for determining cause of any trouble that might occur. Provide updated list of contractor's contact person., telephone and phone numbers in case of emergency.</p> <p>10. The following items shall be provided by the contractor's cost if necessary. This is applicable to all enrolled units.</p> <p><u>ITEMS:</u></p> <ul style="list-style-type: none"> a. Battery b. Battery trickle charger c. Coolant d. Distilled water e. Fuse and fuse holder f. Wiring or control wire g. Thermostat h. Pressure switch i. Belt j. Relays k. Timers l. Buttons/switches <p>11. Once a year change of engine oil, fuel filter, coolant filter and oil filter, to be scheduled subject to approval of the end user.</p> <p>12. No load testing of all generator sets enrolled every two weeks and assessing all units for possible defects and submit service reports indicating status of all enrolled units.</p> <p>13. With load testing of all generator sets and automatic transfer switches annually.</p> <p><u>C. RESPONSIBILITIES OF THE END-USER</u></p> <ul style="list-style-type: none"> 1. Makes the equipment available for check-up as per scheduled. Access permits shall be processed and issued by the end-user in advance to avoid delay. 2. Provides the needed materials or major spare parts not included in the items to be provided by the contractor as indicated in the responsibilities of the contractor, to avoid unnecessary delays in the conduct of the maintenance check-up or repairs. 3. Issues the purchase order to cover spare parts and consumable supplies in case it opts to consider the contractor offer to supply. Also, issues written notice to proceed with the job ordered for non-preventive maintenance activities that are billable to the customer. 4. Performs check-up of equipment to include walk-around and ocular inspections of the liquid level and leaks, recording and updating of the operation and maintenance log sheet. 5. Calls the attention of the contractor on matters that need to be improved or notifies all concerned so that systems improvement can be continuously undertaken to correct deficiencies in due time. 				
--	---	--	--	--	--

	6. Reports unusual performance or condition of the equipment to the contractor so that corrective repair can be undertaken at once. <i>(With attached Terms of Reference (TOR) which will form an integral part of this request for quotation)</i>				
TOTAL					

Amount in Words: _____

Delivery Period : Upon issuance of Notice to Proceed until December 31, 2023

Warranty : _____

Other Requirement:
<div><div>1) Organizational Chart</div><div>2) List of manpower requirement</div><div>3) Statement of Warranty<div><div>- Three (3) months warranty on labor performed</div><div>- Three (3) months limited warranty from the time of the installation of the spare parts supplied by the contractor.</div></div></div><div>4) Affidavit of Undertaking stating the following:<div><div>- The service provider should have at least three (3) years actual experience in generator preventive maintenance, repair or installation.</div><div>- The Contractor shall provide at least three (3) technical personnel wearing proper personal protective equipment in conducting the preventive maintenance of the enrolled units.</div><div>- All services to be rendered must be supervised by an accredited Safety Officer or duly licensed Electrical Engineer or Mechanical Engineer whom are required to provide Certificate of Registration and License.</div></div></div></div>

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address