



REQUEST FOR QUOTATION NEGOTIATED PROCUREMENT SECTION 53.1

DATE	:	MARCH 22, 2023
		CGSD-23-SERVICES-
PROJECT NO.	:	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
	Preventive Maintenance of Generator Sets				
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	months	9	
20	Cumper 270 kVA, 216 kW	months	,	
	A. <u>PROJECT SCOPE OF WORK</u>			
	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	2		
	coolant, batteries and other components).	27		
	6. Check engine filter, fuel filter, oil filter and			
	coolant filter.			
	7. Check if all components are properly closed	l 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 no			
	exceed 3 minutes and the cooling down mu not exceed 5 minutes.	ist		
	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, troubleshot and calibrated components,			
	countersigned by an authorized CGSD			
	representative.			
	1			
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	B. <u>RESPONSIBILITIES OF THE</u> CONTRACTOR			
	commercia			
	1. Provide qualified technicians, tools,			
	supervision and equipment necessary to			
	conduct preventive maintenance check-up			
	and corrective repairs as per attached scope	e of		
	works. 2. Provide qualified/certified hauler of			
	2. Provide qualified/certified natier of generator sets' hazardous waste as mandate	ed		
	by the Department of Environment and			
	Natural Resources (DENR).			
	3. Provide manpower assistance to any activit			
	concerning the generator sets including the			
	testing proper of the generators as required	by		
	the DENR.4. Conduct operation/ maintenance training a	and		
	issue corresponding Certificate of			
	Participation.			
	5. Minor repair and adjustments as per requir			
	in the periodic schedule shall be undertaken			
	no cost to the end user. Quotation to supply	7		
	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 use			
	representative at the site with the latter's			
	written acknowledgement on it, right after			
	rendering services.			

 Provides advance schedule of visits to ensure full coverage of the enrolled units. Advance notice of changes in the schedule shall be communicated with displayts. Provide 2 14 048 boars servicing appability as needed for energency. Keep a complete guerator set record that will be visit of determining causes of any trouble that might cecur. Provide plate 14 05 0 000 000 000 000 000 000 000 000 0					
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concerned so that systems improvement can					
be continuously undertaken to correct		be continuously undertaken to correct			
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 Reports unusual performance or condition of the equipment to the contractor so that corrective repair can be undertaken at once. 		
(With attached Terms of Reference (TOR) which will form an integral part of this request for quotation)		
	TOTAL	

Amount in Words:

Delivery Period

Upon issuance of Notice to Proceed until December 31, 2023

Warranty

Other Requirement:

- 1) Organizational Chart
- 2) List of manpower requirement
- 3) Statement of Warranty
 - Three (3) months warranty on labor performed
 - Three (3) months limited warranty from the time of the installation of the spare parts supplied by the contractor.
- 4) Affidavit of Undertaking stating the following:
 - The service provider should have at least three (3) years actual experience in generator preventive maintenance, repair or installation.
 - The Contractor shall provide at least three (3) technical personnel wearing proper personal protective equipment in conducting the preventive maintenance of the enrolled units.
 - 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.

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address