



REQUEST FOR QUOTATION
SECTION 53.9
SMALL VALUE PROCUREMENT

DATE : APRIL 11, 2023

PROJECT NO. : CGSD-23-GRMS-0475

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : REPAIR OF GENERATOR SET LOCATED AT ROSARIO MACLANG BAUTISTA
Approved Budget of : GENERAL HOSPITAL
the Contract : P 802,500.00
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 **APRIL 14, 2023, 10:00 AM** 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**.


ATTY. DOMINIC B. GARCIA
Officer-in-Charge / Head, BAC-Secretariat

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
1	<p>REPAIR OF GENERATOR SET LOCATED AT ROSARIO MACLANG BAUTISTA GENERAL HOSPITAL</p> <p><u>Project Scope of Work:</u></p> <ul style="list-style-type: none">1. Safety inspection and terminal retightening of the electrical facilities2. Conduct general cleaning of unit and the shed3. Perform Lock Out Tag Out (LOTO) for safety of the technical personnel4. Flushing of existing engine oil with additive solution and removal of oil filter5. Hauling of used oil to be disposed to a recycling facility6. Change oil of six (6) pails fully synthetic engine oil and oil filter7. Flushing and cleaning of radiator with additive solution8. Supply and refill radiator 50% coolant and 50% distilled water9. Replacement of air filter and fuel filter10. Replacement of thermistor if needed11. Installation and calibration of injection pump12. Checking of all lines from genset to load side13. Check and repair of speed controller14. Check and repair of electronic governor15. Check and repair main alternator16. Check and repair exciter field and retightening.17. Check and repair diodes	lot	1		

18. Check and repair AVR 19. Check and repair magnetic pick-up 20. Conduct megger testing 21. Supply of diesel fuel 22. Refill generator set to at least 80% 23. Check and reconfiguration of programmable parameters 24. Submission of parameters analysis report 25. Replacement of batteries 26. Submission of the repair documentation with corresponding pictures 27. With load testing and commissioning 28. Provide data/ test results 29. Submit findings and recommendation 30. Restoration of any damages that may occur during the conduction of the scope of works (with attached Terms of Reference which will form an integral part of this Request for Quotation)				
				TOTAL

Amount in Words: _____

OTHER REQUIREMENTS:

1) Organizational Structure

2) List of Manpower Requirement

3) Notarized 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 repair of the enrolled unit.

- 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.

4) Statement of Warranty

- The Contractor shall give six (6) months warranty on labor performed

- Spare parts supplied by the contractor shall carry a six (6) months limited warranty from the time of installation.

Delivery Period : Sixty (60) Calendar Days

Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address

COST DERIVATION

PROJECT TITLE: REPAIR OF GENERATOR SET LOCATED AT ROSARIO MACLANG BAUTISTA GENERAL HOSPITAL
PROJECT NUMBER: CGSD-23-GRMS-0475

ITEM NO.	ITEM & DESCRIPTION	UNIT OF ISSUE	QTY.	UNIT PRICE	ITEM TOTAL
1	Safety inspection and terminal retightening of the electrical facilities	unit	1		
2	Conduct general cleaning of unit and the shed	unit	1		
3	Perform Lock Out Tag Out (LOTO) for safety of the technical personnel	unit	1		
4	Flushing of existing engine oil with additive solution and removal of oil filter	unit	1		
5	Hauling of used oil to be disposed to a recycling facility	unit	1		
6	Change oil of six (6) pails fully synthetic engine oil and oil filter	unit	1		
7	Flushing and cleaning of radiator with additive solution	unit	1		
8	Supply and refill radiator 50% coolant and 50% distilled water	unit	1		
9	Replacement of air filter and fuel filter	unit	1		
10	Replacement of thermistor if needed	unit	1		
11	Installation and calibration of injection pump	unit	1		
12	Checking of all lines from genset to load side	unit	1		
13	Check and repair of speed controller	unit	1		
14	Check and repair of electronic governor	unit	1		
15	Check and repair main alternator	unit	1		
16	Check and repair exciter field and retightening	unit	1		
17	Check and repair diodes	unit	1		
18	Check and repair AVR	unit	1		
19	Check and repair magnetic pick-up	unit	1		
20	Conduct megger testing	unit	1		
21	Supply of diesel fuel	liter	500		
22	Refill generator set to at least 80%	unit	1		
23	Check and reconfiguration of programmable parameters	unit	1		
24	Submission of parameters analysis report	unit	1		
25	Replacement of batteries	unit	2		
26	Submission of the repair documentation with corresponding pictures	lot	1		
27	With load testing and commissioning	lot	1		
28	Provide data/test results				
29	Submit findings and recommendation				
30	Restoration of any damages that may occur during the conduction of the scope of works				
Grand Total					P

I hereby certify to comply and deliver all the above requirements.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____



Republika ng Pilipinas
Lungsod ng Quezon

Kagawaran ng Lingkurang Panlahat
GENERAL SERVICES DEPARTMENT

9th Flr. Main Bldg. Quezon City Hall, Elliptical Rd., Diliman, Quezon City
Trunkline: 02-89884242 Local No.: 8600 – Email Address: quezoncitygso@yahoo.com



TERMS OF REFERENCE (TOR)
REPAIR OF ROSARIO MACLANG BAUTISTA GENERAL HOSPITAL
GENERATOR SET

I. RATIONALE AND BACKGROUND

The Quezon City Government, under the present administration, seeks to maintain safe and sound working environment for the benefits of the healthcare workers, employees, transacting public and patients within the hospital facility.

II. PROJECT OBJECTIVES

The project primary objective is to maintain continuous operations of the electrical facilities and equipment in the events of power interruption.

III. PROJECT SCOPE OF WORK

1. Safety inspection and terminal retightening of the electrical facilities.
2. Conduct general cleaning of unit and the shed.
3. Perform Lock Out Tag Out (LOTO) for safety of the technical personnel.
4. Flushing of existing engine oil with additive solution and removal of oil filter.
5. Hauling of used oil to be disposed to a recycling facility.
6. Change oil of 6 pails fully synthetic engine oil and oil filter.
7. Flushing and cleaning of radiator with additive solution.
8. Supply and refill radiator 50% coolant and 50% distilled water.
9. Replacement of air filter and fuel filter.
10. Replacement of thermistor if needed.
11. Installation and calibration of injection pump.
12. Checking of all lines from genset to load side.
13. Check and repair of speed controller.
14. Check and repair of electronic governor.
15. Check and repair main alternator.
16. Check and repair exciter field and retightening.
17. Check and repair diodes.
18. Check and repair AVR.
19. Check and repair magnetic pick-up
20. Conduct megger testing.
21. Supply of diesel fuel.
22. Refill generator set to at least 80%.
23. Check and reconfiguration of programmable parameters.
24. Submission of parameters analysis report.
25. Replacement of batteries.
26. Submission of the Repair documentation with corresponding pictures.
27. With load testing and commissioning.
28. Provide data/test results.
29. Submit findings and recommendation.
30. Restoration of any damages that may occur during the conduction of the scope of works.

- **LIABILITIES OF SERVICE PROVIDER:**

1. The Service Provider shall indemnify and keep indemnified the City against all losses and claims for injuries or damage to any person or property whatsoever which may arise or consequence of the performance of this agreement and against all claims, demands, proceedings, damages, cost, charges and expenses whatsoever in respect of or in relation thereto.
2. The Service provider agrees that the City shall be free from any liability to any accident at the service provider's personal doing to implementation of the contract.

IV. AREA OF COVERAGE

One unit of generator set at Rosario Maclang Bautista General Hospital.

V. PROJECT STANDARDS & REQUIREMENT

The following are the minimum qualifications and requirements for the contractor:

- ❖ Track record

- The service provider should have at least three (3) years actual experience in generator preventive maintenance, repair or installation.

- ❖ Organization

- The Contractor should submit its detailed organization chart which should indicate an established organizational structure of technical personnel to show its capability to undertake the project.

- ❖ Manpower

- The Contractor shall provide at least three (3) technical personnel wearing proper personal protective equipment in conducting the repair of the enrolled unit.

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.

VI. WARRANTY

- Warranty is meant to express the integrity of the labor and material supplied under normal use of the equipment to be free from defects. Damage due to normal wear and tear is not covered by warranty. Moreover, consequent damages due to operational cause or natural events beyond control of man are not warrantable.
- The Contractor shall give six (6) months warranty on labor performed.

- Spare parts supplied by the contractor shall carry a six (6) months limited warranty from the time of installation.
- Warranty repairs do not extend any further life to the supplier's basic warranty terms and conditions of the equipment.
- Warranty repair cost is limited only to the cost of supplied items to bring the equipment in operation prior to the warranty repair.

VII. APPROVED BUDGET FOR THE CONTRACT

The City Government has set on approved budget for the Contract of **EIGHT HUNDRED TWO THOUSAND FIVE HUNDRED PESOS ONLY (P 802,500.00)**.

- ❖ No Price Adjustment
- ❖ The Project cost shall be fixed and there shall be no price adjustments applicable for the duration of the contract except when the operations cost is increased by more than 10% as a result of any extraordinary circumstance as determined by the National Economic Development Authority (NEDA). Pursuant to the provisions of RA 9184 and its IRR on contract price escalation, all contract price escalation shall be approved by the Government Procurement Policy Board (GPPB).

VIII. BASIS OF PAYMENT

One time payment upon completion of the scope of work.

IX. PENALTIES FOR BREACH OF CONTRACT

Failure to deliver the services according to the standards and requirements set by the City shall constitute an offense and shall subject the Contractor to penalties and/or liquidated damages pursuant to RA 9184 and its revised Implementing Rules and Regulations.

X. CANCELLATION OR TERMINATION OF CONTRACT

The guidelines contained in RA 9184 and its revised IRR shall be followed in the termination of any service contract. In the event the City terminated the Contract due to default insolvency, or for cause, it may enter into a contract pursuant to RA 9184 and its IRR.

XI. DELIVERY PERIOD

The project has sixty (60) days duration upon issuance of the Notice to Proceed.

Submitted by:


FE B. BASS

Officer-in-Charge

City General Services Department

BGMD/cj-TOR repair of genset rmbgh 2023 021323