

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Regional Office III

Government Centre, Maimpis, City of San Fernando (P)

REQUEST FOR QUOTATIONRFQ No. 2023-01-020
PR No. 2023-01-067
Mode of Proc: NP-SVP

*Company Name: _____
*Company Address: _____
*Contact Person: _____
*Contact No.: _____
*Email Address: _____
*PhilGeps Reg. No.: _____

***REQUIRED.** To avoid bid disqualification, please
fill out all the items accordingly. Indicate "N/A"
if not applicable. Thank you!

*Title of the Project: **Repair and Maintenance with Supply and Delivery of New Battery for 75kVA Generator at DSWD FO III Main Building.**

Sir/Madam:

Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in **Annex A**. Failure to indicate information could be basis for non – compliance. Also, furnish us with **descriptive brochures, catalogues, literatures and/or samples**, if applicable.

If you are the exclusive manufacturer, distributor or agent in the Philippines for the goods listed **Annex A**, please attach in your quotation, a duly notarized certification to this effect.

Interested supplier/s are required to submit copies of their **Mayor's/Business Permit**. The **Certificate of PhilGEPS Membership** may be submitted in lieu of the Mayor's/Business Permit and PhilGEPS Registration Number.

Please accomplish and submit this from together with Annex A and all the required documents to DSWD FO III - BAC Secretariat at DSWD Regional Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga or email to quotation.fo3@dswd.gov.ph not later than **2:00PM February 6, 2023**. Quotations submitted to different email address(es) as stated above shall not be considered for evaluation. Please indicate in the subject of your email the title of the Project using this format: **[RFQ NUMBER] [DEADLINE OF SUBMISSION]**. Bids submitted must be in **pdf format** ONLY clearly scanned in a **SINGLE FILE**. Any supporting documents shall be saved in a separate pdf file.

Very truly yours,


JENNIFER CAMPANG-MORALES
Procurement Section Chief**Terms and Conditions:**

- Award shall be made on per: ☐ Item Basis ☒ Lot Basis
- No negative feedback/record and or delay of delivery of Service Provider within Three (3) months.
- Quotation validity shall be: Thirty (30) Calendar Day
- Good/s/Activity shall be delivered within: Fifteen (15) Calendar Days
- Place of Delivery: DSWD Field Office III Main Building, Maimpis, CSFP
Terms of Payment: Within Thirty (30) Calendar Days
Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable-Advise to Debit Account).

Account Name: _____

Account Number: _____

Bank Name: _____

Branch: _____

*Note; Non-Land Bank of the Philippines accounts shall be charged a service fee.

7. Liquidated Damages/Penalty: In case of failure to make full delivery within the time specified above, amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.

8. For goods, please indicate brand, model and country or origin.

9. In case of discrepancy between unit cost and total cost, unit cost shall prevail.

10. Please indicate Warranty (If applicable): _____

10. NOTE: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph and register for free.



Keilyn Joy Baltazar

PPMU

(Signature over Printed Name)
Supplier

Supplier

TERMS OF REFERENCE

I. Project Information

- a. **Title:** Repair and Maintenance with Supply and Delivery of New Battery for 75kVA Generator at DSWD FO III Main Building
- b. **Duration:** Fifteen (15) Calendar Days upon receipt of Notice to Proceed (NTP)
- c. **Location:** DSWD Field Office III, Government Center, Maimpis, City of San Fernando, Pampanga
- d. **Proponent:** DSWD Field Office III Main Building
- e. **Budgetary Requirement:** Eighty-Seven Thousand Nine Hundred Thirty-Eight and Forty Centavos (₱ 87,938.40)
- f. **Fund Source:** RM Building

II. Rationale

The Department of Social Welfare and Development Field Office III plays a vital role in the nation by promoting social development and protection of social welfare rights of Filipinos all over the region. The agency's services must continuously operate for every Filipino who needs immediate help and attention. These services will be served by having a well maintained and functional emergency generator that can operate in case power outages occur and interruption of critical operations.

Generator maintenance is essential to the proper functioning of a system, while also minimizing the risk for accidents, damage, and more costly repairs down the line. Additionally, routine maintenance helps to ensure that your generator will run smoothly and efficiently during a power failure.

The Generator is currently in need of repair as of November 15, 2022 this is caused by no outsource maintenance. Moreover, there is no existing battery in the Generator and during its operation the battery from DSWD Truck is borrowed. The Generator system began to experience damage and complications that negatively impact its ability to perform properly. Completing regular generator maintenance helps keep an industrial generator operating efficiently, as well as prevent complications or damage to the system. Preventive maintenance must be done to ensure the safety and efficiency of the generator.

III. Objectives

- 1. To minimize corrective and breakdown maintenance;
- 2. To prevent frustrations caused by generator trouble and prolong the usable life and keep the repair cost down;
- 3. To repair the generator for emergency use; and
- 4. To provide battery for Generator use.

IV. Qualifications

The qualification of the Contractor are:

1. Should have an experience Generator Technician for the said scope of work of the project.
2. Must be a duly licensed and Registered Contractor.
3. Must be a duly registered with the Philippine Government Electronic Procurement System (PhilGEPS).

V. Scope of Works

A. FUEL SYSTEM

- a. Check fuel level
- b. Drain sediments and water from engine water fuel separator (if fitted)
- c. Check low pressure lines and fuel filters for leaks
- d. Check fuel supply lines
- e. Check electronic fuel control adjust / calibrate (as required)
- f. Check / clean of magnetic pickup
- g. Check wiring harness from magnetic to actuator.

B. LUBRICATION SYSTEM

- a. Check oil level
- b. Check oil fittings for leaks
- c. Clean crankcase filter (if any)
- d. Re tightening of oil pan bolts

C. ONE TIME PARTS REPLACEMENT

- a. Change engine oil
- b. Change fuel filter
- c. Change oil filter

D. COOLING SYSTEM

- a. Check coolant level
- b. Inspect radiator fins
- c. Check alternator fan and other drive belts
- d. Check fan belt tensioner
- e. Inspect water pump for leaks
- f. Inspect cooling system hoses & connections
- g. Check radiator air ducts, louvers for restriction and dirt
- h. Check Water sender and switch
- i. Check wiring harness from sender to control module.

E. AIR & EXHAUST SYSTEM

- a. Check engine air intake system for leaks
- b. Check air cleaner assembly
- c. Checks exhaust system for signs of leaks or restriction.
- d. Check air cleaner assemble.
- e. Re tightening of all clamp
- f. Check air cleaner indicator.

F. BATTERY SYSTEM

- a. Provision of Generator Battery 6SM 12VDC
- b. Check battery charger operation and charge rate (if fitted)

G. AC / DC ELECTRICAL SYSTEM

- a. Check and tighten control wirings and connections.
- b. Check output voltage and adjust (if necessary)
- c. Frequency test using digital frequency tester
- d. Check the metering and gauges.
- e. Check and clean of generator control panel
- f. Check and clean the governor control unit
- g. Check and calibrate the metering and gauges.

H. GENERATOR ASSEMBLY

- a. Check generator assembly
- b. Automatic voltage regulator test. Adjustment (as required)
- c. Check the setting gain and stability and droop
- d. Check the voltage setting and calibrate
- e. Check the wiring harness and terminal lugs.

I. GENERATOR CONTROLLER INSPECTION

- a. Visually check wiring for fatigue wear and abrasions
- b. Ensure fuse holders are correctly seated
- c. Visually check earth system

The service provider shall also be readily available in case a problem with the critical genset operation occurs. Immediate response for service or repair must be provided within the day including occurrences beyond the usual office. Response time should be as soon as possible especially for failure of genset to operate especially for those serving critical operation occur. The service provider shall arrive with the complete tool, willing to lend a backup battery and battery charger to series and activate the existing malfunctioning batteries if any.

Repair quotation based on the genset findings/ analysis during scheduled inspection and PMS will be submitted automatically for Department of Social Welfare and Development Field Office III.

VI. Details

Particulars	Unit	Quantity
Repair and Maintenance of 75kVA Generator with six (6) months warranty service	LOT	1
Generator Battery 6SM 12VDC with six (6) months warranty service	pc	1

VII. Accountabilities

1. The Service provider shall ensure that the scope of work and schedules are diligently rendered.
2. The Service Provider shall ensure and warrant the quality of work.
3. The Service Provider shall exercise diligence in performing its services to ensure that no illness, accident or damage will happen to any DSWD FO III employees, clients and properties. The service provider shall assume full responsibility for any claims or liabilities that may arise because of illness, accident and/or damage due to its acts of omission and negligence.

VIII. Contract Duration and Schedule

The contractor is advised to start upon issuance of Notice to Proceed and finish the work within fifteen (15) calendar days.

IX. Budgetary Requirement and Fund Source

A total of Eighty-Seven Thousand Nine Hundred Thirty-Eight and Forty Centavos (₱ 87,938.40) is the budget needed in order to carry out this proposed procurement which will be charged against _____.

Particulars	Object of Expenditure	Project Duration	Total Cost
Repair and Maintenance with Supply and Delivery of New Battery for 75kVA Generator at DSWD FO III Main Building	RM Building	15 Calendar Days	₱ 87,938.40
Total			₱ 87,938.40