

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Regional Office III
Government Centre, Maimpis, City of San Fernando (P)

REQUEST FOR QUOTATION

| | |
|---------------------|---------------------------------|
| RFQ No. | RFQ-2025-03-0097 |
| PR No. | 2025-02-187 |
| Mode of Procurement | NP-53.9 Small Value Procurement |

*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: PROCUREMENT OF SERVICE PROVIDER FOR THE PREVENTIVE MAINTENANCE OF GENERATOR SETS FOR REGIONAL OFFICES AND SWAD AURORA CY 2025**

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.

Pursuant to Appendix "A" of Annex "H" of the 2016 Revised IRR of Republic Act No. 9184, interested bidders **MUST** submit the following requirements along with their bid.

NP-Small Value Procurement

Legal and Technical Requirements

- Philgeps Registration Number (Red Membership) or Philgeps Platinum Certificate;
- Valid Mayor's Permit;
For methods of procurement requiring Mayor's Permit and Philgeps Registration Number, Philgeps Platinum Membership with the current and updated Annex 'A' may be submitted in lieu of the said documents.
- Notarized Special Power of Attorney (SPA) / Secretary Certificate for Authorized Representative;
- Latest Income/Business Tax Return (for ABCs 500k and above);
- Unnotarized Omnibus Sworn Statement (for ABCs above 50k);

If awarded, kindly submit the notarized Omnibus Sworn Statement within 1 day upon receipt of the Notice of Award.

Additional Requirements

- If applicable, evidence supporting the specifications and compliance of the offered item/s must be submitted as part of your bid. Acceptable forms of evidence include, but are not limited to:
 - ✓ Manufacturer's sales literature or brochures;
 - ✓ Clear photos showing the brand, model, and specifications;
 - ✓ Website links with readable brand and detailed specifications;

- ✓ Unconditional statements of specification and compliance issued by the manufacturer; and/or
 - ✓ Samples or independent test data, as appropriate
- For Advocacy Materials, bidders must submit **EVIDENCE** such as but not limited to the following, in order to support its quotation:
 - a. Clear and actual copies of sample photo(s) of items being offered with measurements and dimensions;
 - b. Clear and actual copies of sample photo(s) of similar items from previous transactions, contracts or sales;
 - c. Whenever applicable, sample digital copy of design with required layout, kind of material and such other relevant specifications being offered.

If such evidence has not yet been submitted, you are hereby granted one (1) calendar day from the date of receipt of the BAC's notice to submit the required documentation via email to quotation.fo3@dswd.gov.ph. Please note that failure to comply with this requirement within the prescribed period will result in the disqualification of your bid.

- If awarded, kindly submit the **BIR Registration Certificate** within 1 day upon receipt of the Notice of Award.
- If applicable, Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

Pursuant to Item III of Annex "H" of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184, Documentary Requirements for Alternative Methods of Procurement, *Procuring Entities maintaining an updated file of any of the bidder's above-mentioned requirements, whether through the PhilGEPS Certificate of Registration and Membership or its own records, may no longer required its re-submission.*

Service providers who have already uploaded their current and updated Legal and Technical Eligibility documents to the procurement portal via <https://tinyurl.com/fo3bacsite> (**Service Providers' Registration Page**) are encouraged to ensure the continued validity and accuracy of their submissions. As long as the uploaded documents remain valid and updated, there will be no need for resubmission for every procurement project you wish to participate in, ensuring a seamless and convenient process.

For service providers who have not yet uploaded their eligibility documents, you are hereby encouraged to upload your current and valid eligibility requirements through the same portal for your convenience in future procurement projects.

Failure to attach the required documents will result in the DISQUALIFICATION of your bid.

Please accomplish and submit this form together with Annex A and all the required documents to DSWD FO III - BAC Secretariat either in person or electronically under the following conditions:

| | |
|--|---|
| SERVICE PROVIDERS' REGISTRATION | https://tinyurl.com/fo3bacsite Select the Menu – “ SERVICE PROVIDER REGISTRATION FORM ” |
| ELECTRONIC SUBMISSION | https://tinyurl.com/fo3bacsite in case of difficulty accessing the above link, you may access the alternate link: https://bit.ly/fo3bacsite Select the Menu – “ BID SUBMISSION ” |
| IN PERSON SUBMISSION | BAC Office (in front of Cash Releasing), DSWD Regional Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga |

INSTRUCTIONS TO BIDDERS

1. Accomplish this RFQ and Annex A correct and accurately.
2. Do not alter the contents of this form in any way.
3. All technical specifications are mandatory. Failure to comply with the given instructions for eligibility requirements will disqualify your quotation.
4. Do not submit to any official email addresses of the Procurement Section and Bids Awards Committee.
5. Bids must be in a **SINGLE FILE** and in **PDF FORMAT ONLY**

Very truly yours,


ADRIAN D. MORALES
 Procurement Section Chief

Terms and Conditions:

1. Award shall be made on per: Item Basis Lot Basis
2. No negative feedback/record and or delay of delivery of Service Provider within Three (3) months.
3. Quotation validity shall be: Sixty (60) Calendar Days
4. Goods/Activity shall be delivered/conducted within/on: Please see attached Terms of Reference
5. Place of Delivery/Activity: DSWD FIELD OFFICE III, DMGC, Maimpis, City Of San Fernando, Pampanga and Sitio Hiwalayan, Barangay Bacong, San Luis Aurora
6. Terms of Payment: 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 to be shouldered by the Service Provider.
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): _____
11. Alterations: Any interlineations, erasures or overwriting shall be valid only if they are signed by the supplier or any of its duly authorized representative(s).
12. 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.


BIANCA C. SOLITA

 RPMU Head

 (Signature over Printed Name)
 Supplier

/Jal

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

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 to register."

RFQ NO. 2025-03-097

Date: _____

*Company Name: _____
 *Company Address: _____
 *Contact Person: _____
 *PhilGEPS Reg. No.: _____

| ITEM NO. | QTY. | UNIT | PURCHASER'S SPECIFICATIONS | Statement of Compliance and Bidder's Specifications (Please fill out the detailed specifications in the space provided and/or write "COMPLY" if able to deliver) | UNIT COST | TOTAL COST |
|--|------|------|---|---|-----------|------------|
| | 1 | LOT | DSWD FO III: Preventive Maintenance of Generator Sets in Regional Offices and SWAD Aurora <i>Services must be completed within DSWD Field Office III, Government Center, Maimpis, City of San Fernando, Pampanga and Sitio Hwalayan, Barangay Bacong, San Luis Aurora</i> (please see attached terms of reference) *nothing follows* | | | |
| Approved Budget for the Contract: PHP 302,285.87 | | | | | | |

Please do not leave any blank items.

TOTAL OFFERED QUOTATION / BID

| | |
|---|-------------------------------------|
| In WORDS: _____ _____ _____ | In FIGURES: PHP _____ |
|---|-------------------------------------|

PURPOSE: PROCUREMENT OF SERVICE PROVIDER FOR THE PREVENTIVE MAINTENANCE OF GENERATOR SETS FOR REGIONAL OFFICES AND SWAD AURORA CY 2025

PR No. : 2025-02-187

IMPORTANT: The winning bidder **MUST SIGN** the original copy of Purchase Order (P.O) at DSWD-Regional Office III, Procurement Section within 48 hours from its issuance. **FAILURE** to show up and sign the original P.O means that the bidder is not interested and will be a ground for suspension or blacklisting in DSWD's future biddings. Please carefully re-check your bid (i.e. price, technical specifications and delivery date.) DSWD Field Office III implements a "NO MODIFICATION and NO DELIVERY EXTENSION POLICY"

ADRIAN D. MORALES
 PROCUREMENT SECTION CHIEF

 SUPPLIER

DRN: III-FO-AD-BGMS-SS-PROP-25-01-06608-H

TERMS OF REFERENCE

I. Project Information

- a. **Title:** DSWD FO III: Preventive Maintenance of Generator Sets in Regional Office and SWAD Aurora
- b. **Duration:** The project commences upon receipt of the Job Order and should be completed within Sixty (60) Calendar days
- c. **Location:** DSWD Field Office III, Government Center, Maimpis, City of San Fernando, Pampanga and Sitio Hiwalayan, Barangay Bacong, San Luis Aurora
- d. **Proponent:** Building and Grounds Management Section

Budgetary Requirement: Three Hundred Two Thousand Two Hundred Eighty-Five Pesos and Eighty-Seven Centavos (₱ 302,285.87)

- e. **Fund Source:**

II. Rationale

The Department of Social Welfare and Development (DSWD) Field Office III plays a critical role in delivering social welfare services to the communities within the region. To ensure the continuous and efficient delivery of services, especially in emergencies, it is vital to have reliable power sources. The generator sets at the Regional Office and the Social Welfare and Development (SWAD) Office in Aurora need regular preventive maintenance to avoid unexpected breakdowns and to extend their service life. This project aims to carry out scheduled maintenance to ensure the operational readiness of these generators.

III. Objectives

1. To perform preventive maintenance on the generator sets at the DSWD Regional Office and SWAD Aurora.
2. To identify and address any potential issues that may hinder the performance of the generators.
3. To ensure the operational readiness of the generators during power outages or other emergency situations.
4. To extend the service life of the generators through timely maintenance interventions.

IV. Scope of Works

The objective of this Scope of Work (SOW) is to ensure that the generator sets at the DSWD Field Office III are properly maintained for optimal performance, safety, and reliability. This will involve both preventive maintenance and on-demand checking and repair services, minimizing downtime and extending the lifespan of the equipment.

1. Key Generator Components Maintenance:

- A. FUEL SYSTEM
 - a. Check fuel level
 - b. Drain sediments and water from the 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 the magnetic pickup
 - g. Check the 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 the fuel filter
 - c. Change the oil filter

- D. COOLING SYSTEM
 - a. Check coolant level
 - b. Inspect radiator fins
 - c. Check the 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, and louvers for restriction and dirt
 - h. Check the Water sender and switch
 - i. Check the wiring harness from the sender to the control module.

- E. AIR & EXHAUST SYSTEM
 - a. Check engine air intake system for leaks
 - b. Check air cleaner assembly
 - c. Check the exhaust system for signs of leaks or restrictions.
 - d. Check air cleaner assembly.
 - e. Re-tightening of all clamp
 - f. Check the air cleaner indicator.

- F. BATTERY SYSTEM
 - a. Check battery charger operation and charge rate (if fitted)
 - b. Visual Checking and Assessment of battery condition

- 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 earthing system
- J. AUTOMATIC/ MANUAL TRANSFER SWICTH INSPECTION
- a. Visually check wiring for fatigue wear and abrasions
 - b. Checking of all parts: relays, timers, breakers and etc.
 - c. Operational Transfer Testing (as need arises)

2. On-Demand Checking and Repair Services:

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 the failure of the genset to operate especially for those serving critical operations. 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.

In addition to the regular preventive maintenance, on-demand checking and repair services will be provided to address any immediate issues that may arise in the Job Order period and/or Warranty period. The following actions must be taken:

A. Emergency Breakdown Service:

When a generator malfunctions or breaks down unexpectedly, on-site troubleshooting and diagnostics must be conducted. The service provider shall also be readily available in case a problem with the critical 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 the failure of the genset to operate especially for those serving critical operations. The service provider shall arrive with the complete tools and willing to lend a backup battery and battery charger to series and activate the existing malfunctioning batteries if any. This includes the following but not limited to:

1. Respond to any generator malfunctions or breakdowns.
2. Must be equipped with all necessary tools and materials required for repairs.
3. Identify the root cause of the issue (electrical failure, mechanical wear, etc.).

4. Perform necessary repairs with **free of labor** (e.g., replacing parts like cables, sensors, switches, or circuit boards).
5. Conduct Troubleshooting and Repairs for Engine, Electrical System and Fuel System (e.g., fuel pump, fuel lines).
6. Provide a detailed report and price quotation to BGMS in case in need of replacement or fix faulty components that are beyond repair.

3. Documentation and Coordination:

1. Coordinate with BGMS for the proper implementation schedule of the activities and the service provider must be willing to conduct maintenance during weekends if necessary.
2. Service Provider must ensure coordination with the security guards and fill up Service Provider request for entry.
3. The Service Provider must provide and attached maintenance tag before the activity.
4. Provide detailed reports of inspections, maintenance, and repairs performed.
5. Track maintenance schedules and keep a log of all maintenance activities.
6. Complete checklist provided by BGMS and include recommendations for any needed repairs or upgrades.

V. Detailed Estimate

| Units Description | Model | Location | PMS Amount (ABC) |
|--------------------------------------|--|---|------------------|
| MAIN BUILDING GENERATOR PMS (300KVA) | Dongfeng Cummins Engine Co. Ltd. 6CTAAB8.3-G9 Engine Serial Number: 93210144 | DSWD Field Office III, Government Center, Maimpis, City of San Fernando, Pampanga | ₱ 61,806.32 |
| ANNEX BUILDING GENERATOR PMS (75KVA) | Lovol 1004TCL Engine HC503470U13 | | ₱ 68,787.64 |

| | | | |
|---|--|---|---------------------|
| ADMINISTRATION BUILDING GENERATOR PMS (75KVA) | General PGS-1-75F Engine Number: FAW 4Dx23-90D | | ₱ 76,770.71 |
| SWAD AURORA GENERATOR PMS (60KVA) | Dongfeng Cummins Engine Co. Ltd. Engine Serial Number: 93036836 | Sitio Hiwalayan, Barangay Bacong, San Luis Aurora | ₱ 94,921.20 |
| TOTAL ABC | | | ₱ 302,285.87 |

VI. Terms of Payment

1. The Payment for this project shall be made after the completion of the project terms of reference with the following required documents;
 - a. Billing Statement/ Sales Invoice indicating the completion of activities;
 - b. Maintenance Report for the four Generator Sets
2. Payments shall be made within Thirty (30) calendar days from the date of receipt of complete and accurate supporting documents. Incomplete documentation may result in possible processing delays;
3. The service provider must provide a Landbank account registered under their company's name for the disbursement of payments. If the service provider does not have a Landbank account, the crediting of payments to other banks may take longer due to interbank processing time;
4. Payment shall be subject to applicable taxes, auditing, and accounting rules and regulations of DSWD relative to payment of procurement contracts.

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 the rest of the 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 project will begin upon confirmation of the Job Order. The preventive maintenance for the Generator Sets, as outlined in this Terms of Reference, must be completed within sixty (60) calendar days.

Failure to complete the work within the specified timeframe will result in the imposition of liquidated damages on the service provider.

IX. Project Description

The Preventive Maintenance of Generator Sets at the Department of Social Welfare and Development (DSWD) Field Office III aims to ensure that the power backup systems in both the Regional Office and SWAD Aurora remain operational, efficient, and reliable. The project will cover four generator sets: the Main Building Generator, the Annex Building Generator, the Administration Building Generator, and the SWAD Aurora Generator.

X. Budgetary Requirement and Fund Source

Based on the stated presentation, it is highly recommended that this proposal be approved in the amount of ₱ 302,285.87 chargeable against _____ funds.