DSWD
Department of Social Welfare and Development
BAGONG PILIPINAS
Field Office 3 – Central Luzon

CPM NO. PS-2026-0781
Repair and Maintenance

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

REQUEST FOR QUOTATION

RFQ No.	**RFQ-2026-08-0003**
PR No.	**2026-07-0090**
Mode of Procurement	**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 PREVENTIVE MAINTENANCE OF GENERATOR SETS IN CRCF'S CY 2026**

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 a basis for non – compliance.

Pursuant to Section 34 of the Republic Act No. 12009,, otherwise known as the "New Government Procurement Act," interested bidders **MUST** submit the following requirements along with their bid.

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 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)**;
- Notarized Omnibus Sworn Statement **(for ABCs above 50k);**
- **BIR Registration Certificate**

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 applicable, Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

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 electronically under the following condition:

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"**
DEADLINE OF SUBMISSION	**August 17, 2026	11:00 AM**

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**

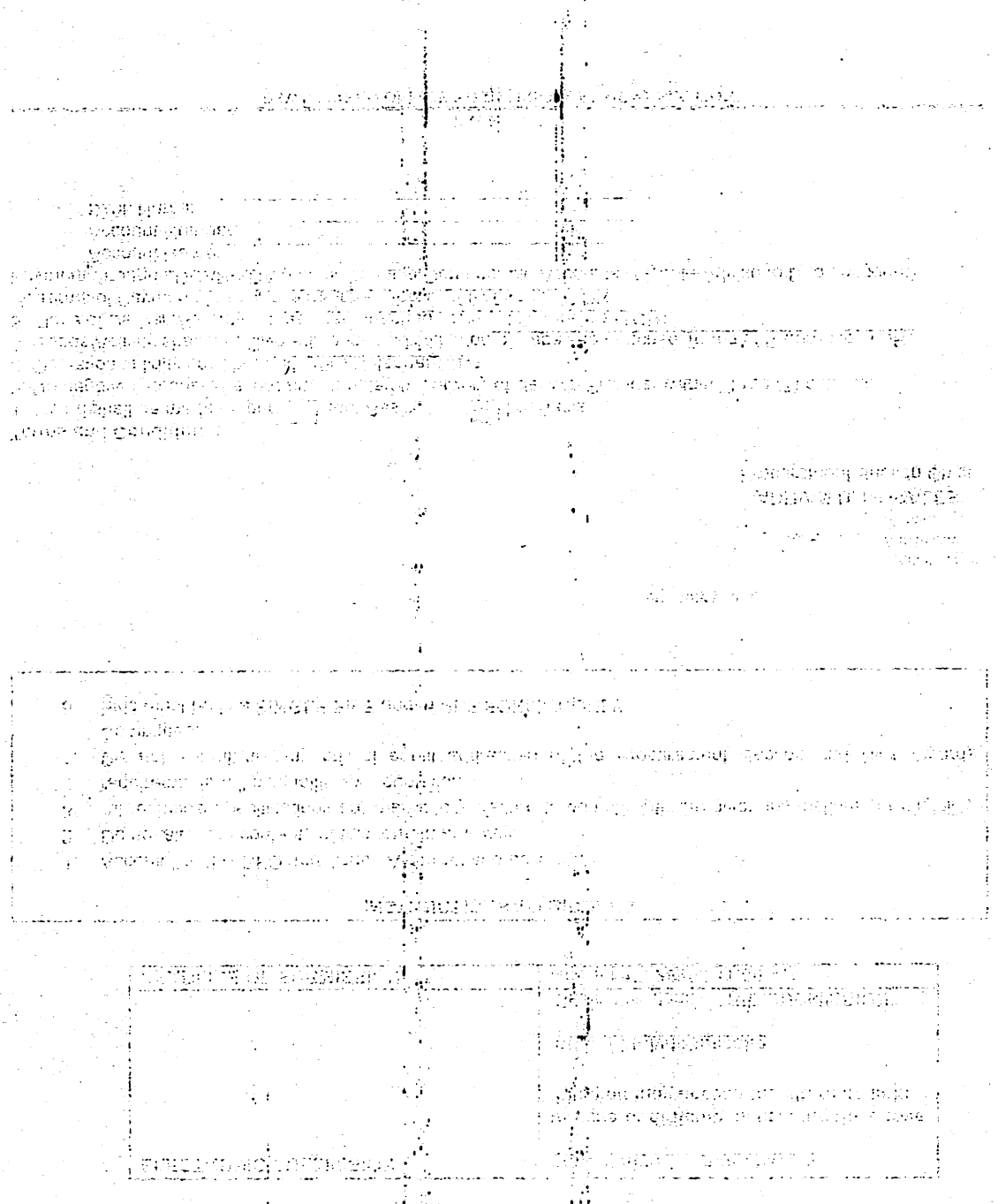
Very truly yours,

Digitally signed by Adrian Dayrit Morales

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 (TOR)
5. Place of Delivery/Activity: Please see attached Terms of Reference (TOR)
6. Terms of Payment: Please see attached Terms of Reference (TOR)

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 Service Provider.

Payment through inter-bank transactions may take a minimum of two (2) to three (3) weeks to be credited. Service providers are highly encouraged to open a Land Bank account to facilitate faster and more efficient crediting of claims.

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 suppliers 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.

JOYCE M. SANTOS
PPMU Head

_____
(Signature over Printed Name)
Supplier

/STEPHANIE

Procurement Form No. 04-A "ANNEX A"

DEPARTMENT OF SOCIAL WELFARE & 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. 2026-08-0003

DATE: _____

*Company Name:_____

*Company Address:_____

*>Company Person:_____

*PhilGEPS Reg. No.:_____

ITEM NO.	QTY	Unit	PURCHASER'S SPECIFICATIONS	Statement of Compliance and Bidder's Specification (Please indicate the word "COMPLY" in this whole column as your statement of compliance. Use a single bracket enclosing all the stated technical specifications on the table to represent your full intent to comply with the requirements. For goods, please include the detailed specifications in another sheet of paper or in the proof of evidence.)	Unit Cost (Kindly enter your Unit Cost only in the applicable rows where both qty & Unit are specified)	Total Cost (Kindly enter your Total Cost only in the applicable rows where both qty & Unit are specified)
	1	lot	**PREVENTIVE MAINTENANCE OF GENERATOR SETS** • RRCY GENERATOR PMS (CUMMINS / 150KVA) • HFG GENERATOR PMS (CUMMINS / 150KVA) • RHFG GENERATOR PMS (CUMMINS / 150KVA)			
			Note: Please see attached Terms of Reference (TOR)			
			Approved Budget for the Contract: PHP 215,664.54			

TOTAL OFFERED QUOTATION / BID

In WORDS:	In FIGURES
_____	PHP_____

Project Title:	**PROCUREMENT OF SERVICE PROVIDER FOR PREVENTIVE MAINTENANCE OF GENERATOR SETS IN CRCF'S CY 2026**
PR No.:	**2026-07-0090**
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

_____
(Signature over Printed Name)
SUPPLIER

MEARB No.2026-08-0003

MOST ECONOMICALLY ADVANTAGEOUS AND RESPONSIVE BID (MEARB) QUALITY–COST EVALUATION CRITERIA (TABLE FORMAT)

This scoring framework is intended for the procurement project: **"PROCUREMENT OF SERVICE PROVIDER FOR PREVENTIVE MAINTENANCE OF GENERATOR SETS IN CRCF'S CY 2026"**, under **RFQ-2026-08-0003**, with an Approved Budget for the Contract (ABC) of **Two Hundred Fifteen Thousand Six Hundred Sixty-Four Pesos And 54/100 (PHP 215,664.54)**.

The evaluation shall adopt the **Most Economically Advantageous and Responsive Bid (MEARB)** method pursuant to Republic Act No. 12009 and its IRR, with the following distribution:

- ✔ Quality Proposal – 85%
- ✔ Price Proposal – 15%

QUALITY CRITERIA AND SCORING MATRIX (85%)

Criteria	MINIMUM REQUIREMENTS	Base Points	ADDITIONAL POINTS CRITERIA	Max. Points	Means of Verification	SCORE
Technical Specifications	Duly signed and accomplished Statement of Compliance on the Technical Specifications stated in TOR / Annex A; submission of preventive maintenance scope (oil change, filter replacement, battery check, load test, cleaning)	10	**+3** – Use of OEM parts and consumables **+3** – Submission of detailed preventive maintenance checklist with schedule +2 – If bidder attached sample pictures of complete tools and equipment to be used (generator diagnostic tools, PPE, safety gear) +2 – If bidder submitted updated DOE/DOLE/OSHA permits certified true prior to procurement	**20**	>Duly signed Technical Specification / Annex A >Attached sample pictures of tools/equipment >Certified true copy of DOE/DOLE/OSHA permits	

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Website: www.fo3.dswd.gov.ph Tel Nos.: (045) 961-2143

Business Tenure	BIR Certificate of Registration	5	**+5** - if company has been operating for more than 3 years	**10**	>BIR Certificate of Registration	
SLCC (Single Largest Completed Contract)	Duly signed SLCC equivalent to at least 50% of ABC; with supporting evidence	5	**+3** – If SLCC is equal to or greater than 100% of the ABC **+1** – If SLCC is more than 50% but less than 100% of the ABC **+1** – If supported with Certificate of Completion /Acceptance **+1** – If SLCC has a "Very Satisfactory" (or higher) performance rating signed by project owner	10	>Duly signed SLCC form >Certificate of Completion /Acceptance >Proof of very satisfactory rating or higher	
Delivery/Service Performance Record	No record of delay, negative slippage, or complaints for completed contracts within the last 2 years; bidders with negative performance records are disqualified	5	**No additional points**	**5**	>Sworn Statement of No Negative Slippage within the last 2 years	
Service Schedule	Sworn Statement of Commitment to start the service within five (5) days upon issuance of Job Order as stated in the TOR (completion within 45 days)	5	**+5** – If bidder commits to completion within 30 days upon issuance of JO	**10**	>Sworn Statement of Commitment	

Safety Compliance	Statement of Compliance with required standards of safety and procedures stated in the TOR	5	+5 if with OSHA Certificate	**10**	>Duly signed Statement of Compliance >Safety Protocols >ISO/OSHA Certificates	
Manpower & Equipment Requirement	Statement of Compliance on manpower, tools and equipment requirement stated in the TOR (trained operators, helpers, safety officers) and proof of equipment availability	5	+2 – submits at least 2 technician with NC II Certificates +5 – submits more than 2 technician with higher than NC II Certificate	**10**	>NC II Certificates >Higher certifications	
Contingency Plan	Commitment to provide backup generator service or equipment within one (1) calendar day in case of breakdown; supported by After-Sales Warranty and Sworn Statement of Commitment	5	+5 – If bidder commits to provide backup service within the same day of scheduled maintenance	10	>Contingency Plan >Sworn Statement of Commitment >After-Sales Warranty	
TOTAL						

Non-Discretionary Clause

A bidder must meet all the minimum requirements specified under the First Level of Evaluation. Failure to comply with any single criterion, regardless of the bidder's score in other areas, shall result in an "Ineligible" rating and automatic disqualification from further participation in the bidding process.

Passing Quality Score

Only bidders who obtain a minimum quality score of Forty-five (45) points shall be considered to have passed the First Level of Evaluation.

PRICE PROPOSAL (15%)

Component	Computation
Price Score	(Lowest Calculated Bid ÷ Bidder's Bid Price) × 15

The lowest calculated bid shall receive the full 15 points.

OVERALL MEARB COMPUTATION

Component	Weight
Quality Score	85%
Price Score	15%
TOTAL SCORE	**100%**

Determination of MEARB

The bidder with the highest total score shall be declared as having submitted the Most Economically Advantageous and Responsive Bid (MEARB).

DOCUMENTARY EVIDENCE REQUIREMENT

All criteria must be supported by appropriate documentary evidence to determine the corresponding score. Failure to submit the required supporting documents shall result in disqualification. Only documents submitted as part of the bid at the time of opening shall be considered during the evaluation.

Thank you.

Digitally signed by
Baybayan Allyp
Albert Leomo

DIR. ALLYP ALBERT L BAYBAYAN
Chairperson, Bids and Awards Committee

DRN: III-FO-AD-BGMS-SS-PROP-26-07-68487-S

TERMS OF REFERENCE

I. Project Information

a. **Title:** DSWD FO III: Preventive Maintenance of Generator Sets in CRCF's CY 2026

b. **Duration:** Within Forty-Five (45) Calendar Days

c. **Location:** RRCY Ayala Magalang Pampanga, HAVEN for Girls Magalang Pampanga, and RHFG Palayan Nueva Ecija

d. **Proponent:** Building and Grounds Management Section

e. **Budgetary Requirement:** Two Hundred Fifteen Thousand Six Hundred Sixty-Four Pesos and 54/100 Centavos (₱215,664.54)

f. **Fund Source:** RM Other Machinery

II. Rationale

The Department of Social Welfare and Development (DSWD) Field Office III oversees several Centers and Residential Care Facilities (CRCFs) that provide care, protection, and rehabilitation to vulnerable individuals, including children, women, and persons with disabilities. Ensuring the continuous delivery of essential services in these facilities is a critical responsibility, especially during emergencies and power interruptions.

To support uninterrupted operations, CRCFs are equipped with generator sets that serve as backup power sources. These generators are essential in maintaining critical functions such as lighting, ventilation, food preparation, and the operation of medical equipment. Their reliability is crucial to safeguarding the health, safety, and comfort of the residents and staff.

This project seeks to conduct regular preventive maintenance of generator sets installed in CRCFs within Region III. Preventive maintenance helps prevent unexpected equipment failures, extends the lifespan of units, and ensures facilities remain operational during power outages. This initiative reflects DSWD's commitment to delivering consistent, high-quality care to its residential clients.

III. Objectives

1. To perform preventive maintenance on the generator sets

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.

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IV. Scope of Works

The objective of this Scope of Work is to ensure that the generator sets at the RRCY, HAVEN, and RHFG are properly maintained to ensure 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 the magnetic pickup
- g. Check the wiring harness from the magnetic to the 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 clamps
- 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 wiring and connections.

b. Check output voltage and adjust (if necessary)
c. Frequency test using a digital frequency tester
d. Check the metering and gauges.
e. Check and clean the 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 the earthing system

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

2. On-Demand Checking and Repair Services:
The service provider shall also be readily available in the event of a problem with critical genset operation. 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 the 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:

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 hours. 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 be willing to lend a backup battery and battery charger to the series and activate the existing malfunctioning batteries, if any. This includes the following, but is 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 of the need for replacement or fixing 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. The Service Provider must ensure coordination with the security guards and fill out the Service Provider's request for entry.

3. The Service Provider must provide and attach a 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 the checklist provided by BGMS and include recommendations for any needed repairs or upgrades.

7. Provide necessary quotation for the recommendations for any needed repairs or upgrades.

V. Detailed Estimate

Units Description	Model	PMS Amount (ABC)	Location
Regional Rehabilitation Center for Youth (RRCY) GENERATOR PMS (150KVA)	CUMMINS Genset Standard GB/T2820-5-2008 GF3-150 60Hz		Ayala Magalang Pampanga
HAVEN for Girls GENERATOR PMS (150KVA)	CUMMINS Genset Standard GB/T2820-5-2008 GF3-150 60Hz		San Vicente Magalang Pampanga
Regional Home for Girls GENERATOR PMS (150KVA)	CUMMINS Genset Standard GB/T2820-5-2008 GF3-150 60Hz		Palayan Nueva Ecija
	TOTAL ABC		

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 upon receipt of all the required documents of the Building and Grounds Management Section. However, the service provider must expect delays in some cases of the government process

3. Payment shall be subject to applicable taxes, auditing, and accounting rules and regulations of DSWD relative to payment of procurement contracts.

4. The service provider must provide the Landbank account under their company's name. Failure to do so may result in delays in the processing of payments to accounts other than the designated Landbank account.

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 for a minimum of six (6) months.

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, or 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 these Terms of Reference, must be completed within forty-five (45) 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

This project entails the regular preventive maintenance of generator sets installed in DSWD Field Office III-managed Centers and Residential Care Facilities (CRCFs) to ensure a continuous power supply during outages and emergencies. The maintenance activities will include inspection, cleaning, oil and filter replacement, battery and system checks, and performance testing, all conducted by qualified service providers. This initiative aims to maintain the reliability and efficiency of the generators, prevent unexpected breakdowns, and support the uninterrupted delivery of essential services to residents and staff within the facilities.

X. Budgetary Requirement and Fund Source

Based on the stated presentation, it is highly recommended that this proposal be approved in the amount of **₱ 215,664.54** chargeable against _____ funds.