



REQUEST FOR QUOTATION

Date: 18 March 2023

RFQ No.: R2 100-23-02-371

Name of Company: _____

Address: _____

Name of Store/Shop: _____

Address: _____

TIN: _____

PhilGEPS Registration Number: _____


The City Government of Pasig, through the Bids and Awards Committee (BAC), intends to procure **Comprehensive Preventive Maintenance Service of Cummins 1000 KVA Genset for the Facilities Management Section – Pasig City Children’s Hospital** with an Approved Budget for the Contract (ABC) of **Php 223,000.00**, in accordance with **Section 53.9** of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184. Please quote your best offer for the item in the table below.

The Project shall be awarded as One Project having several items that shall be awarded as one contract. Quotations received exceeding the total Approved Budget for the Contract shall be rejected.

| Item No. | Item Description | Brand Name (PLEASE DO NOT LEAVE BLANK) | QTY | UOM | Approved Budget | | Price Offer | |
|---|---|--|-----|------|-----------------|------------|-------------|------------|
| | | | | | Unit Cost | Total Cost | Unit cost | Total Cost |
| Comprehensive Preventive Maintenance Service for | | | | | | | | |
| 1 | MTU (MOTOREN-UND TURBIDEN-UNION) 1000 KVA GENSET 800 KW Model: 574RSI8038 Serial No: WA5768930411, - Scope of Works: (One-Time Services) - 1.Perform general cleaning and diagnostic testing - 2. Perform change oil - 3. Perform one time oil and air filter change - 4. Perform fuel filter - 5. Drain the existing water and refill new DI water with coolant change. - 6. Supply and installation of 2ea. New battery 8BD truck master type. - 7. Perform DI water with coolant change - 8. Check electrical supply condition - 9. Check all pipe tubing’s & terminal (repair if necessary) - 10. Perform simulation Run test - General Conditions: - 1. The Contractor must conduct quarterly routine check, | | 1 | unit | 223,000.00 | 223,000.00 | | |

Caruncho Avenue, Brgy. San Nicolas, Pasig City, Philippines 1600



(02) 8643-1111 * (02) 8641-1111 loc 1461 *  bidsandawards@pasigcity.gov.ph *



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|--|---|--------------|--|-------------------|--|--|--|
| | inspection and observation on the genset unit and must submit quarterly Operation and Maintenance Report. - 2. Recommendation for major repair and replacement of parts when necessary. - 3. Emergency Services as needed including weekends and holidays, without any additional cost. | | | | | | |
| Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any. | | Total | | 223,000.00 | | | |
| DELIVERY TERM: Within Thirty (30) calendar days upon the receipt of Notice to Proceed. | | | | | | | |

**Indicate the BRAND NAME and its specific MODEL to be offered or attach a BROCHURE for the offered item; items such as equipment, devices, electronics, machines, drugs, medicines, medical supplies must be branded or at the very least, manufacturer shall be indicated.*

Submit this Quotation (Accomplished and duly signed by the Owner or the respective Authorized Representative indicated in the Secretary's Certificate/Special Power of Attorney) not later than the closing date specified in the Bid Notice Abstract posted in PhilGEPS website along with the following documents:

- **Mayor's/Business Permit** (or a recently expired Mayor's/Business permit together with the official receipt as proof that the prospective bidder has applied for renewal within the period prescribed by the concerned local government unit subject to submission of the Mayor's Permit before the award of contract)
- **PhilGEPS Registration Number**
- **Income Tax Returns** (Annual Income Tax Return of the preceding tax year) OR Business Tax Returns (Value Added Tax or Percentage tax return covering the previous six months)¹
- Accomplished and notarized **Omnibus Sworn Statement** ([https://www.gppb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement\(Revised\).docx](https://www.gppb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement(Revised).docx))
- **Proof of Authorization: Secretary's Certificate** if corporation, or **Special Power of Attorney**, if individual.

ADDITIONAL REQUIREMENTS:

For Procurement of Drugs and Medicines:

Documents from the Food and Drug Administration (FDA):

- a. Certificate of Product Registration;
- b. Certificate of Good Manufacturing Practice;
- c. License to Operate;
- d. Batch Release Certificate (for vaccines, toxoids and immunoglobulins only) [to be submitted upon delivery]; and
- e. Certificate of Analysis (for anesthesia and antibiotics) [to be submitted upon delivery].




If the Supplier is not the Manufacturer, a certification from the Manufacturer that the supplier is an authorized distributor/dealer of the products/items.

Please submit the accomplished Quotation and required documents on or before the deadline of submission at the Bids and Awards Committee (BAC) through the **Procurement Management Office (BAC Secretariat Office), 4th Floor, Pasig City Hall, San Nicolas, Pasig City.**

All documents should be submitted in a sealed brown envelope addressed to the "Bids and Awards Committee, 4th Floor, Pasig City Hall", and properly marked with the Project Title as provided herein.

¹Sections 3.2 and 3.3 of Revenue Regulation No. 3-2005.

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For any clarification, you may contact us at telephone no. (02) 8641-1111 / (02) 8643-1111 loc. 1461 or email address at bidsandawards@pasigcity.gov.ph



ATTY. PONCE MIGUEL D. LOPEZ
Officer in Charge, Procurement Management Office

I hereby certify that I have read and agree to this Request for Quotation and its Terms of Reference (if any). I further certify that the products to be delivered will conform to the specifications stated in the Item Description and I hereby agree to the Terms of Delivery indicated in the submitted form.




Conforme:

Signature over Printed Name

Position

Duly authorized to sign quotation/offer for and on behalf of _____
(Please indicate Company Name)

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TERMS OF REFERENCE (TOR)

COMPREHENSIVE PREVENTIVE MAINTENANCE SERVICE FOR MTU (MOTOREN-UND TURBIDEN UNION) 1000 KVA GENSET FOR PASIG CITY CHILDREN'S HOSPITAL (PCCH)

Project Description

This project entitled, “ **Comprehensive Preventive Maintenance Service for MTU (Motoren-Und Turbiden Union) 1000KVA Genset** ”, is envisioned to prevent power interruption due to power outages. Having a fully functioning and well maintained Genset ensures back-up power source for Pasig City Children's Hospital (PCCH).

Scope of Works:

The Contractor will provide the services of qualified gen-set technicians to perform the following scope of works: (**One Time Service**)

1. General Inspection

- **Exhaust System** : Inspect the entire exhaust system including the exhaust manifold, muffler and exhaust pipe. Check for leaks at all connections, welds, gaskets and joints, and make sure the exhaust pipes are not heating surrounding areas excessively. Repair any leaks immediately.
- **Fuel system** : With the generator set operating, inspect the fuel supply lines, return lines, filters and fittings for cracks or abrasions. Make sure the lines are not rubbing against anything that could cause an eventual breakage. Repair any leaks or alter line routing to eliminate wear immediately.
- **DC electrical system** : Check the terminals on the starting batteries for clean and tight connections.
- **Engine** : Check fluid levels, oil pressure and coolant temperatures.

2. Lubrication Service

Check the engine oil level. Change the oil and filter. Draining the oil and replacing the oil filter. Used oil and filters must be disposed of properly to avoid environmental damage.

3. Cooling system service

Check the coolant level during shutdown periods. Remove the radiator cap after allowing the engine to cool and, if necessary, add coolant until the level is $\frac{3}{4}$ -inch below the radiator cap lower sealing surface.

Inspect the exterior of the radiator for obstructions and remove all dirt or foreign material with a soft brush or cloth. Use care to avoid damaging the fins. If available, use low pressure compressed air or stream of water in the opposite direction of normal air flow to clean the radiator.

4. Recommendation for major repair and replacement of parts when necessary.

Requirements :

1. The Contractor must be existing and operating for three (3) years.
2. The Contractor must comply to the eligibility requirements set forth by the Bids and Awards Committee (BAC).

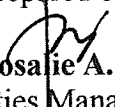
Warranty:

1. The Contractor must conduct quarterly routine check, inspection and observation on the gen set unit.
2. Emergency services as needed including weekends and holidays without any additional cost.
3. Warranty of Service is until December 31, 2023.

Terms of Delivery:

Thirty (30) days from release of approved Purchase Order (P.O.)

Prepared by :


Engr. Rosalie A. Enriquez
Chief, Facilities Management Section