



## REQUEST FOR QUOTATION

Date: 28 April 2023

RFQ No.: R1 100-23-01-481

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 **Preventive Maintenance and Replacement of Parts KVA MTU Generator Set for the Maintenance Section – Pasig City General Hospital** with an Approved Budget for the Contract (ABC) of **Php 506,000.00**, 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 each total Cost per Item and/or 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
1	SEMI-ANNUAL PREVENTIVE MAINTENANCE AND ONE-TIME REPLACEMENT OF PARTS FOR 1500 KVA MTU GENERATOR SET,  Scope of Works: Checking and Inspection:  1. Check and clean CRANKCASE breather hose 2. Check belt tensioner and V-Belt 3. Check cooling system. 4. Check all hoses and fittings. 5. Check engine protection system. 6. Check room parameters. 7. Inspect electrical connection and wiring clips and support. 8. Check and test battery voltage and refill if needed 9. Test run and observe including vibration.  Replacement of parts and lubricant: 1. Flushing of oil engine. 2. Replacement of engine oil and oil filters		2	unit	70,000.00	140,000.00		



	3. Flushing of radiator and refill coolant additives and water. 4. Replacement of 5FH-5301 filter 5. Drain water sediments from fuel tank. 6. Replacement of fuel filter. 7. Replacement of air filters							
2	AIR FILTER (DEE 5220900128)		2	pcs	50,000.00	100,000.00		
3	Fuel Filter (SFF 2801-0020922801)		1	pc	30,000.00	30,000.00		
4	OIL FILTER (LF 3453)		2	pcs	20,000.00	40,000.00		
5	Hydraulic Filter (5FH-5301)		1	piece	20,000.00	20,000.00		
6	COOLANT ADDITIVES, 1L/ bottle		36	bottle	1,000.00	36,000.00		
7	ENGINE OIL- SAE 40W (18L/ pail)		14	pail	10,000.00	140,000.00		
<b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.			<b>Total</b>		<b>506,000.00</b>			
<b>DELIVERY TERM:</b> Within <b>Thirty (30)</b> 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). The nature of business as stated in the Mayor's/Business Permit should at the very least be similar or related to the project to be bid.
- **PhilGEPS Registration Number**
- **Income Tax Return** - Latest Income or Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (EFPS).  
In accordance with Revenue Regulation No. 3-2005, the above-mentioned tax returns shall refer to the following:
  1. Latest Income Tax Return (ITR) - For participants already with an Annual ITR, latest ITR shall refer to the ITR for the preceding Tax Year be it on a calendar or fiscal year. For new establishments which, therefore, have no annual ITR yet, it shall refer to the most recent quarter's ITR.
  2. Latest Business Tax Return - refers to the Value Added Tax (VAT) or Percentage Tax returns covering the previous six (6) months.
- 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;

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- 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), 4<sup>th</sup> 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, 4<sup>th</sup> Floor, Pasig City Hall", and properly marked with the Project Title as provided herein.

The CITY GOVERNMENT OF PASIG reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

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](mailto:bidsandawards@pasigcity.gov.ph)

F: 

**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, its Terms of Reference, and Bid Bulletin/s, if any. I further certify that the products to be delivered will conform to the specifications stated in the Item Description.**



**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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 [pasigcity.gov.ph](http://pasigcity.gov.ph)

# TERMS OF REFERENCE

## PREVENTIVE MAINTENANCE OF GENERATOR SET

### I. LOCATION

Pasig City General Hospital Building D.

### II. CONTRACT PERIOD

The contract period is for the year of 2023

### III. TERM OF SUPPLIES DELIVERY

30 days upon received Notice of Award/Proceed

### III. QUALIFICATION OF SERVICE PROVIDER

The SERVICE PROVIDER must have the required experience and expertise to conduct Prevention and Repair of MTU GENSET. The following must be submitted as part of the post-qualification:

1. Must be conduct Preventive Maintenance in General Services (SEC/DTI Registration, Business Permit Including PHILGEPS registered. – Must be submitted together with the quotation.
2. Certified technician/s or License and in preventive maintenance in General Equipment/s to be assigned at PCGH. - Must be submitted together with the quotation.
3. Proven track record in rendering satisfactory provision of General Services, submit a copy of certificate of satisfactory rating issued by current or previous client, other than PCGH. - Must be submitted during delivery.

### IV. SCOPE OF WORK

#### 1. GENERAL PREVENTIVE MAINTENANCE

##### 1.1 Cooling System

- 1.1.1 Check radiator level
- 1.1.2 Check water leaks, if any
- 1.1.3 Check all radiator hoses

##### 1.2 Fuel System

- 1.2.1 Check fuel level
- 1.2.2 Check fuel filters

##### 1.3 Air Induction and Exhaust System

- 1.3.1 Check Air Cleaner
- 1.3.2 Check Exhaust Pipe

##### 1.4 Lubrication System

- 1.4.1 Check Oil Level
- 1.4.2 Check Oil Leaks, if any

##### 1.5 Starting System

- 1.5.1 Check battery cables and connections
- 1.5.2 Check battery fluid and terminals
- 1.5.3 Check fan belts
- 1.5.4 Check alternator belts

##### 1.6 Control Panel

- 1.6.1 Check PBC and Module
- 1.6.2 Check all fuses
- 1.6.3 Check all electrical connections

- 1.7 Testing 1.7.1 Testing without load 1.7.1.1 Voltage
- 1.7.1.2 Frequency / RPM
- 1.7.1.3 Oil Pressure
- 1.7.1.4 Water Temperature
- 1.7.1.5 Running Hour Meter
- 1.7.1.6 Battery Voltage

- 1.7.2 Testing with load 1.7.2.1 Voltage
- 1.7.2.2 Frequency / RPM
- 1.7.2.3 Current
- 1.7.2.4 Oil Pressure
- 1.7.2.5 Water Temperature
- 1.7.2.6 Test AVR and Exciter

- 1.8 Megger Test
- 1.8.1 Insulation

- 1.9 Battery
- 1.9.1 Check battery water level and refill water, if necessary.
- 1.9.2 Check Battery DC output voltage and charging rate.
- 1.9.3 Replace battery, if necessary.

- 1.10 Sanitation
- 1.10.1 Check Cleanliness

- 2. Automatic Transfer Switch (ATS)
- 2.1 Check ATS indicator lamps and breaker
- 2.2 Checking of temperature on bus bar and terminal connection using thermal scanner.

- 3. Preventive Maintenance for Synchro-Panel
- 3.1 Preventive Maintenance and Check-up

- 4. Change Oil, Coolant and Filters
- 4.1 Replace radiator liquid with coolant additive (**Generic**)
- 4.2 Replace Hydraulic Filter (**SFH-5301**)
- 4.3 Replace fuel filters (**SFF 2801-0020922801**)
- 4.4 Replace oil/lube filters (**LF3453**)
- 4.5 Change engine oil (**Diesel Engine oil-SAE 40W Generic Brand**)
- 4.6 Change Air filter (**DEE 5220900128**)
- 4.6 Disposal of all waste fluids (if applicable)

## **VI. OBLIGATIONS OF THE SERVICE PROVIDER**

1. Conduct Semi-Annual preventive maintenance, check-up and related minor repairs according to schedule to ensure reliable operation of the MTU Generator Sets during the period coverage. Quotation must include the supplies/materials needed for replacement of engine oil, coolant and filters (breakdown of materials cost shall also be provided).
2. Provide qualified technicians, supervision, tools and equipment necessary to conduct the regular preventive maintenance check-up and related corrective repairs.

3. Undertakes minor adjustments and repairs as required in the manufacturer's periodic schedule. Labor and supplies, at no cost to PCGH.
4. Submits Service Report to the customer or site representative upon completion of work, before leaving the site. Detailed Incident Report may also be requested for further information needed.
5. In case of major repair, the supplier will submit quotation of materials and spare parts needed, including scope of work to be done (applicable only if the unit is no longer under warranty).
6. Dispatch of the technicians for request of service assistance must be done within 24 hours upon receipt of complaint/report.
7. Designate a head office-based personnel who will be responsible in managing and providing administrative support services. 24/7 support thru phone and email, including regular holidays, special holidays and government announced holidays. On-call support services must also be provided in situations that require the presence of personnel, as urgently needed to perform critical activities. Response time is within 4 hours from receipt of call.

**VII. SCHEDULE OF SEMI-ANNUAL PREVENTIVE SERVICES**

The schedule of preventive maintenance shall be as follow: <b>ACTIVITY</b>	<b>FREQUENCY</b>	<b>SCHEDULE</b>
General Preventive Maintenance (Synchro- Panel Test ATS and Testing with Load).	Semi - Annual	Month of May 2023
Change Oil, Coolant and Filtes (replacement) Test run with Load and Sanitation	One time Preventive	Month of November 2023

**VIII. DUTIES AND RESPONSIBILITIES OF THE PASIG CITY GENERAL HOSPITAL**

The PASIG CITY GENERAL HOSPITAL, through Property and Supply Section, shall closely monitor the implementation of the preventive maintenance activity in accordance with the specifications and conditions of the Contract.

During each scheduled preventive maintenance, an authorized representative of shall be available to supervise the procedures and ensure the quality of works.

**IX. LIQUIDATED DAMAGES**

Non-compliance with the Terms and Conditions stated in the Contract will result in the payment of corresponding penalties/liquidated damages of the Contract Price by the winning Service Provider. ASTI reserves the right to rescind the contract after the Service Provider fails to comply for a maximum of three (3) periods, without prejudice to other courses of action and remedies open to it.



**EDUARDO DJ. TUTANES**  
*Assistant Head*  
*PCGH-Maintenance Department*

Requisitioner:



**Engr. SAMUEL P. FERNANDEZ**  
*Department Head*  
*PCGH-Maintenance Department*