



REQUEST FOR QUOTATION

Date: 02 February 2024
RFQ No.: **100-24-01-0213**

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 of MTU Power Generator – Pasig City General Hospital** with an Approved Budget for the Contract (ABC) of **Php 454,000.00**, 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 <small>(PLEASE DO NOT LEAVE BLANK)</small>	QTY	UOM	Approved Budget		Price Offer	
					Unit Cost	Total Cost	Unit cost	Total Cost
1	COMPREHENSIVE PREVENTIVE MAINTENANCE OF 1 UNIT MTU 1500KVA POWER GENERATOR, Scope of Works: 1. Perform General Cleaning 2. Perform ONE (1) time oil and filter change 3. Drain existing water and refill with new distilled water with 8 liters of coolant change. 4. Supply and installation of 2 new batteries (88D Truck Master type). 5. Check electrical supply condition 6. Check all pipe tubing and terminals (repair if necessary). 7. Perform simulation test run. 8. Perform ONE (1) time diagnostic check-up 9. Conduct quarterly routine inspection/ check-up and submit quarterly inspection report. 10. Provide Emergency Services when needed.		1	lot	454,000.00	454,000.00		
Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.					Total	454,000.00		
DELIVERY TERM: Please refer to the Terms of Reference.								

**Indicate the BRAND NAME or MANUFACTURER NAME and the specific MODEL to be offered or attach a BROCHURE for the offered item; items including but not limited to clothing, vehicle, equipment, devices, electronics, machines, drugs, medicines, medical supplies must be branded or at the very least, manufacturer shall be indicated.*



TERMS OF REFERENCE

PROJECT : PROCUREMENT FOR ONE-TIME PREVENTIVE MAINTENANCE OF 1500 KVA MTU Brand POWER GENERATOR

I. LOCATION

Pasig City General Hospital - Building D(Powerhouse)

II. CONTRACT PERIOD

The contract period is for the year of 2024

III. TERMS OF DELIVERY

30 days upon received Notice of Proceed

IV. QUALIFICATION OF SERVICE PROVIDER

The SERVICE PROVIDER must have the required experience and expertise to conduct Preventive Maintenance and Repair of MTU Brand GENSET. The following must be submitted as part of the requirements :

1. The Service Provider must have a valid SEC/DTI Registration, Business Permit including PHILGEPS Registration
2. With Technician/s experienced in providing preventive maintenance service and repair power generators.
3. Proven track record in the field of Power Generator Repair and Maintenance Service and submit a Certification of Satisfactory performance issued by current or previous client, other than PCGH.

V. SCOPE OF WORK

1. GENERAL PREVENTIVE MAINTENANCE

1.1 Cooling System

- 1.1.1 Check radiator coolant 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

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- 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 (**Generic Brand**)
 - 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 One –Time 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. Coordinate with the Office of General Services / PCGH – Procurement and Materials Management Section prior to service provision / PMS.





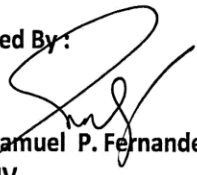
VII. SCHEDULE OF ANNUAL PREVENTIVE SERVICES

The schedule of preventive maintenance activities shall be as follows:	FREQUENCY	SCHEDULE
General Preventive Maintenance (Synchro- Panel Test ATS and Testing with Load).	One time	Month of June 2024
Change Oil, Coolant and Filters (replacement) Test run with Load and Sanitation	One time	Month of June 2024

VIII. Liability Clause

In case of damage to the power generator during the conduct of PMS due to negligence., The Contractor shall shoulder all the cost of of labor and materials for the repair of the same.

Prepared By:


Engr. Samuel P. Fernandez
ENGR-IV
Head – Maintenance Department

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** (Form can be downloaded thru <https://www.gppb.gov.ph/downloadable-forms/#tab-61412>)
 - **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.

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



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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

SGD

ATTY. BEA THERESE P. VILLANUEVA

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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Page 7 of 7 | RFQ No. **100-24-01-0213** | RLD