



REQUEST FOR QUOTATION

DATE: Dec. 7, 2022

PURCHASE REQUEST NO.: ADMIN FUND 2023-01-04

CANVASS NO. 05

Gentlemen:

Please quote your lowest price, taxes included, and subject to the terms and conditions that you may encounter purposely for article (s) and/or service(s) enumerated below, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than _____ in the return envelope attached here with.

Very truly yours:


EDITHA S. VINUYA
BAC Chairman

ITEM NO.	QTY	UNIT	ITEM AND DESCRIPTION	UNIT PRICE	TOTAL
	1	lot	Provision of Quarterly Preventive Maintenance Services for One (1) Unit Cummins Diesel Generator Set, Model APD1000C-6, 1000KVA, 460V for 2023 (1 year period) "See attaced Terms of Reference (TOR) for complete details"		

PURPOSE:

Provision of Quarterly Preventive Maintenance Services for One (1) Unit Cummins Diesel Generator Set, Model APD1000C-6, 1000KVA, 460V for 2023 (1 year period).

Pls. submit the following eligibility documents:

- Mayor's/Business Permit
- Income Tax Return
- Notarized Omnibus Sworn Statement
- PhilGEPS Registration Number/Red Membership
- Certificate of Sole Distributorship

Note: Pls. provide also the following: contact information such as email address and mobile/landline numbers; Tax Identification Number and Bank Details

I hereby certify that I am in the position to furnish the above article(s), service(s) at the prices and in quantities as called for except as I have indicated. The articles are available in our stock for immediate delivery to the Agricultural Training Institute, Elliptical Road, Diliman, Quezon City

MODEL: _____

DELIVERY PERIOD: _____

WARRANTY PERIOD: _____

PRICE VALIDITY: _____

Signature Over printed name of proprietor/Manager
or Authorized Representative

CANVASSER BY: _____

DATE: _____



TERMS OF REFERENCE

PROJECT : **Provision of 1 year Preventive Maintenance for One (1) Unit Cummins Diesel Generator Set for 2023**

APPROVED BUDGET FOR THE CONTRACT (ABC) : **PhP70,000.00**

PERIOD COVERED : **One (1) year or 12 months**

LOCATION OF PROJECT : **Agricultural Training Institute, ATI Compound, Elliptical Road, Diliman, Quezon City**

I. INTRODUCTION:

ATI-Central Office has **one (1) unit of Cummins Diesel Generator Set, Model APD1000C-6, 1000kva, 460v** installed at the ATI-Powerhouse, ATI-Compound, Elliptical Road, Diliman, Quezon City. To maintain the quality of its operation and product life, an annual preventive maintenance is required. However, ATI does not have the ability to perform maintenance services, hence said services shall be outsourced.

II. EQUIPMENT ENROLLED:

One (1) Unit Cummins Diesel Generator Set, Model APD1000C-6, 1000kva, 460v, Silent type.

III. SCOPE OF WORK:

The **SERVICE PROVIDER** shall perform Maintenance Services such as predictive, preventive, and corrective maintenance on all elements and parts of the system to ensure its continuous operation and increase product life of the generator set.

NO	SCOPE OF WORK	CHECKLIST/DUTIES
1	Cooling System	1.1 Check radiator water level 1.2 Check water leaks (if any) 1.3 Check all radiation hoses
2	Check Fuel System	2.1 Check fuel level 2.2 Check fuel filter
3	Air Induction & Exhaust System	3.1 Check air cleaner 3.2 Check exhaust pipe
4	Lube Oil System	4.1 Check oil level 4.2 Check oil leaks (if any)
5	Starting System	5.1 Check battery cables and connections 5.2 Check battery fluid and terminals 5.3 Check fan belts 5.4 Check alternator belt



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 URL: http://www.ati.da.gov.ph; www.e-extension.gov.ph

6	Control Panel	6.1 Check PBC and module 6.2 Check all fuses 6.3 Check all electrical connections 6.4 Check meters and gauges
7	Sanitation	7.1 Check cleanliness
8	Testing without Load	8.1 Voltage 8.2 Frequency/RPM 8.3 Oil pressure 8.4 Water temperature 8.5 Running hour meter 8.6 Battery voltage
9	Test with Load	9.1 Voltage 9.2 Frequency/RPM 9.3 Current 9.4 Oil pressure 9.5 Water temperature 9.6 Test AVR & exciter
10	Megger Test	10. Insulation
11	Power Generator	11.1 Check exciter stator windings 11.2 Check armature windings 11.3 Check main rotor 11.4 Check main stator 11.5 Check rectifier assembly 11.6 Check AVR and its connection 11.7 Check power cable connections at the main alternator box and circuit breaker panel 11.8 Stimulate protective devices <ul style="list-style-type: none"> a. Low oil pressure shutdown b. High water temperature shutdown c. Over speed shutdown (if any) d. Over crank shutdown (if any)
12	Control Panel	12.1 Check governor/injection pump (adjust if necessary) 12.2 Check starter motor 12.3 Check battery condition 12.4 Check tightness at the flywheel 12.5 Check turbo charger (if fitted) 12.6 Check engine breather 12.7 Check fuel lines (leaks of pipe)

IV. METHODOLOGY:

1. Toolbox meeting
2. Manual start-up of Generator set for test run and monitoring of parameter
3. Switching off of Generator set



4. Conduct Preventive Maintenance for Generator Set
 - a) Checking and cleaning of air induction & exhaust system
 - b) Checking and cleaning of fuel and lubrication system
 - c) Cleaning and retightening of loose bolts of the Engine and Alternator side
 - d) Checking of Electrical System
5. Switching on of the Generator Set
6. Manual Start-up of Generator set for no loading testing and observe its parameter
7. Automatic/Manual start-up of the Generator set for load testing

V. OBLIGATION OF THE SERVICE PROVIDER:

1. Conduct the quarterly preventive maintenance, check-up and related minor repairs according to schedule to ensure reliable operation of the Generator Sets during the period coverage.
2. Provides an updated list of contact person's, telephones and mobile phone numbers in case of emergency calls.
3. Provides qualified technicians, tools, supervision and equipment necessary to conduct quarterly preventive maintenance check-up and relative corrective repairs.
4. Submit service reports to an ATI Representative upon completion of the work, before leaving the site. Detailed Incident Report may also be requested for further information needed.
5. Perform minor repair and adjustments as required in the preventive maintenance schedule shall be undertaken at no extra cost to the end user.
6. In case of major repair, the supplier will submit quotations of materials and spare parts needed, including scope of work.
7. Provide an advance schedule of visits to ensure full coverage of the enrolled units. Advance notice of changes in the schedule shall be communicated by either party.
8. Train on site the owner's operator on the proper operation and maintenance activities of Genset.
9. Dispatch of the technicians on the request of service assistance must be done within 24 hours upon receipt of complaint/report.
10. The following items shall be provided by the Service Provider at no cost under this Proposal:
 - Electrolytes
 - Degreaser
 - Rags
 - Scrub
11. Conduct initial audit inspection of the equipment's working conditions. Submit the corresponding reports and recommendations to the end-users for validation, action, or information purposes. Hence, the first Preventive Maintenance activity. Corrective actions noted during the audit shall be charged to the institute.
12. Provide the needed materials or spare parts should to avoid unnecessary delays in the conduct of the maintenance check-up or repairs. Thus be quoted separately and for ATI Management's approval prior to purchase. However, labor for these repairs will be free of charge.



VI. SCHEDULE OF PREVENTIVE MAINTENANCE:

ACTIVITY	FREQUENCY	SCHEDULE
General Preventive Maintenance	Quarterly	2nd week of April 2nd week of July 2nd week of October 2nd week of January

VII. CONTRACT DURATION:

1. Minimum of 12 months with an option to renew, and fixed price subject to termination with 30-day notice from either party.
2. In case of non-issuance of termination notice from any party after the last 3 months, the agreement is deemed enforced on a quarterly basis following similar and applicable terms and conditions as herein defined. There is a need to issue a 30-day notice prior to termination of contract agreement.

VIII. FLAT RATE CHARGES & TERMS OF PAYMENT:

1. For Preventive Maintenance Works:

The total Quarterly cost under this agreement shall be as follows:

Period Covered	One (1) year or 12 Months
Quarterly/Year	4
Quarterly Preventive Maintenance Labor Charges:	PhP17,500.00 (VAT inclusive)
<i>PhP17,500.00 x 4 = PhP70,000.00 (VAT inclusive)</i>	
Total Amount for 1 year	PhP70,000.00 (VAT inclusive)

FIXED RATE for One (1) year only - Which shall cover Labor only/Check-up/Adjustment/Minor adjustment/Repair. Any items, materials and spare parts needed should be quoted separately and for approval of the ATI Director, Labor is free of charge.

2. Other Charges:

- a) Emergency calls are not billable on cases when cited problems are maintenance related and attributable to the conduct of agreed maintenance work.
- b) Emergency calls are billable if the cited problems are neither considered in the above mentioned Terms of Reference. However, labor cost for emergency issues is already inclusive in this contract. **Only spare parts shall be billed to the ATI.**



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3. Terms of Payment:

- a) **Terms of Payment** : 30 days
- b) **Work Duration** : Within a day
- c) **Price Validity** : 30 days from the date of proposal

IX. REQUIREMENTS FOR BILLING:

Documents to be submitted together with the quarterly charge invoice for processing of payment:

A. For Quarterly Preventive Maintenance	B. For the Billable Job Order
<ul style="list-style-type: none">● Statement of Account● Quarterly Activities● Accomplished Checklist	<ul style="list-style-type: none">● Statement of Account● Approved Quotation● Job Order

X. WARRANTY:

1. Warranty is meant to express the integrity of the labor and material supplied under normal use of the equipment and free from defects. Damage due to normal wear and tear is not covered by warranty.
2. Moreover, consequent damages due to operational cause or natural events beyond the control of man are not covered by the warranty.
3. The Supplier/Contractor will give **3 months warranty** on labor.
4. Spare parts supplied by the Contractor shall carry a **6 months limited warranty** from the time of installation.
5. **One (1) year warranty on all DATAKOM** digital panels, AVR, Chargers, etc.
6. Warranty repairs do not extend any life to the supplier's basic warranty terms and conditions of the equipment.
7. Warranty repair cost is limited only to the cost of supplied items for the equipment to be operational prior to the warranty repair.

PREPARED BY:


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OIC - Head, General Services

APPROVED BY:


REMELYN R. RECOTER, MNSA, CESO III
OIC-Director IV