



**REQUEST FOR QUOTATION**

DATE: Dec. 12, 2022

**PURCHASE REQUEST NO.: ADMIN FUND 2023-01-09**

CANVASS NO. 08

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 1 year Preventive Maintenance of the following Solar Equipment: 1. Twnty One (21) Units of Solar Streetlights 2. 5 kWp Hybrid/off-grid Solar 3. 32.4 kWp Solar PV  "See attached Terms of Reference (TOR) for complete details"		

**PURPOSE:**  
 Provision of 1 year Preventive Maintenance of the following Solar Equipment

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

CANVASSED BY: \_\_\_\_\_  
 DATE: \_\_\_\_\_



## TERMS OF REFERENCE

PROJECT	:	<b>Provision of Preventive Maintenance for Twenty One (21) Units Solar Street Lights at the Agricultural Training Institute -Central Office Compound for 2023</b>
APPROVED BUDGET FOR THE CONTRACT (ABC)	:	<b>PhP60,000.00</b>
PERIOD COVERED	:	<b>One (1) Year/12 Months</b>
LOCATION OF PROJECT	:	<b>Agricultural Training Institute, ATI Compound, Elliptical Road, Diliman, Quezon City</b>

### I. INTRODUCTION:

ATI-CO has **twenty one (21) units of Solar Street Lights** installed inside the ATI compound. These solar street lights provide a sustainable, economical, and convenient investment to the public. To maintain its operation, 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:

Twenty One (21) Units of Solar Street Lights

### III. SCOPE OF WORK:

The **SERVICE PROVIDER** shall perform Maintenance Services such as predictive, preventive, and corrective maintenance on all elements of the system to ensure the operation and increase the life of the **21 units Solar Street Lights** installed at the ATI-Central Office.

#### A. Predictive Maintenance

The SERVICE PROVIDER shall execute all the operations to ensure that the solar streetlights are working properly.

In the event that the solar streetlights are defective, the SERVICE PROVIDER undertakes to carry out fault diagnosis without delay. The SERVICE PROVIDER shall initiate actions necessary to repair it without undue delay.

#### B. Preventive Maintenance

1. The SERVICE PROVIDER shall execute the operations of visual inspection, verification among others that are being applied to the Solar Street Lights its installation should be kept within



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acceptable limits of its operating conditions, performance, protection, and durability of the installation.

2. The maintenance plan shall be carried out by a specialized technical personnel of the SERVICE PROVIDER who have proven experience in solar photovoltaic technology and electrical installation in general. The maintenance plan includes all maintenance or replacement if necessary (corrective maintenance) to ensure that the system works properly during its lifetime.
  
3. The work shall be performed in accordance with the current state of the technology, as stipulated in the relevant regulations and standard provisions, namely:

Activity Area	Component	Description	Interval
Cleaning	PV module General	Clean PV modules with plain water or mild dishwashing detergent. Do not use hard brushes, any types of solvents, abrasives, or harsh detergents	Condition or study dependent (typically, every quarter)
Emergency Response	System	Contractors should be available by email and phone 24 x 7 x 365	On-going
Service	LED Luminaire	Cleaning and repair or replacement in case of defect or fault	Semi-Annual
Service	Charge Controller Unit	Checking of charging functions and repair or replacement in case of defect or fault	Semi-Annual
Inspection	DC Wiring	Inspect cabling for signs of cracks, defects, pulling out of connections; overheating, arcing, short or open circuits, and ground faults	Semi-Annual
Inspection	Streetlights assembly and pole Batteries	Check all hardware for abnormal movement, signs of corrosion, and remove rust and repaint if necessary	Annual
Inspection	Batteries	Battery cables, fuses, and housing	Annual
Management	Documents	Documents of all Operation and Maintenance activities in a workbook available to all service personnel,	On-going
Management	Documents	Confirm availability and take any measures to secure operating	Annual



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		instructions, warranties and performance guarantees, and other project documentation	
Management	Documents	Update record with preventive maintenance activities and track any problems or warranty issues and secure the record onsite	On-going
Service	DC Wiring	Re-torque all electrical connections in the combiner box	Annual
Service	Batteries	Battery voltage measurements. Checks tighten bolts. Ensure batteries id free from dust	Semi-Annual
Testing	PV module	Test output of modules that exhibit cracked glass, bubble formation oxidation of busbars, discoloration of busbars, or PV module hot spots (bypass diode failure)	Annual
Testing	Batteries	Check battery charging through Charge Controller Unit	Semi-Annual

4. The SERVICE PROVIDER shall perform all maintenance tasks so that any defects from the normal operation of solar street lights shall be minimal, preferably during periods of low solar resources.
5. The SERVICE PROVIDER shall carry out a technical report for each of the visits on the state of equipment and facilities with photos when necessary.
6. The SERVICE PROVIDER shall keep a record of the maintenance activities carried out in a maintenance logbook, which includes the names of the person who performed the maintenance tasks.
7. The SERVICE PROVIDER shall issue a maintenance report with the activities performed during and shall deliver the report within 7 days after completing the maintenance tasks.

**C. Corrective Maintenance**

1. The SERVICE PROVIDER shall perform all operations and works aimed at remedying failures once produced. The SERVICE PROVIDER shall assist any notice within:



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- b) **The SERVICE PROVIDER** shall provide the special brushes and hoses needed to clean the modules. The client shall inspect them before the cleaning activities.
- c) **The SERVICE PROVIDER** shall perform and keep all components and parts of the 21 units of Solar Street Lights installed in the ATI-CO in good repair, good operating condition, appearance, and working order with the manufacturer's recommendations and warranties. Supply of **spare parts are excluded from the scope of maintenance**.

However, during the course of the maintenance, if the Service Provider found out that the spare part/s need to be replaced, the said **SERVICE PROVIDER** shall prepare a recommendation and also include in their report the cost of the spare parts. The **ATI** shall prepare a purchase request to procure the necessary parts subject to funds availability. The payment of replacement of parts shall be separately billed and paid by ATI upon approval of the purchase order.

- d) **The SERVICE PROVIDER** shall procure and manage the replacement parts from all the suppliers of the solar photovoltaic installation charged to the ATI. Small electrical and cleaning materials are included in the contract.

#### V. CONTRACT DURATION

One (1) year contract

#### VI. CONTRACT COST


The price of the contracted SERVICE shall be structured as follows:

- ❖ Total Contract Cost: **PhP60,000/Year**
- ❖ The SERVICE PROVIDER shall bill the ATI every six (6) months, amounting to **PhP30,000/billing**.

#### Terms and Conditions:

- ❖ **Terms** : PhP30,000.00 every six (6) months.
- ❖ **Total** : PhP60,000.00/Year
- ❖ **Delivery** : As per the contract

Prepared by:

  
**ARLENE GEMINIANA S. NILO**  
Head, General Services

Approved By:

  
**REMELYN R. RECOTER, MNSA, CESO III**  
OIC-Director V



## TERMS OF REFERENCE

PROJECT	:	<b>Provision of Preventive Maintenance for 5kWp Solar PV Installed at the Agricultural Training Institute - Central Office for 2023</b>
APPROVED BUDGET FOR THE CONTRACT (ABC)	:	<b>PhP40,000.00</b>
PERIOD COVERED	:	<b>One (1) Year /12 Months</b>
LOCATION OF PROJECT	:	<b>Agricultural Training Institute, ATI Compound, Elliptical Road, Diliman, Quezon City</b>

### I. INTRODUCTION:

The ATI-CO has a **5kWp Solar PV** installed in the ATI compound. These solar equipment provide a sustainable, economical, and convenient investment to the public. To maintain its operation, an annual preventive maintenance is required. However, ATI personnel does not have the ability to perform maintenance services, hence said services shall be outsourced.

### II. EQUIPMENT ENROLLED:

- 5kWp Solar PV

### III. SCOPE OF WORK:

The SERVICE PROVIDER shall perform Maintenance Services such as predictive, preventive, and corrective maintenance on all elements of the system to ensure the operation and increase production life of the 5kWp Hybrid/Off-Grid Solar PV installed in the ATI-CO.

#### A. Predictive Maintenance

1. The SERVICE PROVIDER shall execute all the operations to ensure that the operational values are correct by observing the main functional parameters to verify the correct operation of the installation.
2. If a photovoltaic generator indicates a fault, the SERVICE PROVIDER shall undertake to carry out fault diagnosis without any delay. The SERVICE PROVIDER shall initiate actions necessary to repair it without undue delay. The errors that can be corrected online shall be corrected online.

For other error, the SERVICE PROVIDER shall send maintenance staff to the plant in the shortest time possible, established in 24 hours during weekdays and 48 hours in case of Sunday or holidays.

#### B. Preventive Maintenance

1. The SERVICE PROVIDER shall execute the operations of visual inspection, verification and among others that are being applied to the equipment its installation should be kept within



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acceptable limits of its operating conditions, performance, protection, and durability of the installation.

2. The maintenance plan shall be carried out by a specialized technical personnel of the SERVICE PROVIDER who have proven experience in solar photovoltaic technology and electrical installation in general. The maintenance plan includes all maintenance or replacement if necessary (corrective maintenance) to ensure that the system works properly during its lifetime.
3. The work shall be performed in accordance with the current state of the technology, as stipulated in the relevant regulations and standard provisions, namely:
  - Cleaning
  - Emergency Response
  - Inspection
  - Service
  - Testing

Activity Area	Component	Description	Interval
Cleaning	PV module General	Clean PV modules with plain water or mild dishwashing detergent. Do not use hard brushes, any types of solvents, abrasives, or harsh detergents	Semi-annual
Emergency Response	System	Contractors should be available by email and phone 24 x 7 x 365	On-going
Inspection	AC Wiring	Inspect electrical boxes for corrosion or intrusion of water or insects. Seal boxes if required	Semi-Annual
Inspection	AC Wiring	Check the position of disconnect switches and breakers	Semi-Annual
Inspection	AC Wiring	Exercise operation of all protection devices	Semi-Annual
Inspection	AC Wiring	AC disconnect box inspection Test system grounding with "megger".	Semi-Annual
Inspection	AC Wiring	Test system grounding with "megger".	Semi-Annual
Inspection	AC Wiring	Scan combiner boxes with an infrared camera to identify loose or broken connections.	Semi-Annual



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Inspection	AC Wiring	Inspect cabling for signs of cracks, defects, pulling out of connections; overheating, arcing, short or open circuits, and ground faults.	Semi-Annual
Inspection	AC Wiring	Check the proper position of DC disconnect switches.	Semi-Annual
Inspection	Combiner and Junction Boxes, DC Wiring	Open each combiner box and check that no fuses have blown and that all electrical connections are tight. Check for water incursion and corrosion damage. Use an infrared camera for identifying loose connections because they are warmer than good connections when passing current.	Semi-Annual
Inspection	DC Wiring	Look for any signs of intrusion by pests such as insects and rodents. Remove any nests from electrical boxes (junction boxes, pull boxes, combiner boxes) or around the array. Use safe sanitation practices because pests may carry disease.	Semi-Annual
Inspection	Inverter	Observe instantaneous operational indicators on the faceplate of the inverter to ensure that the amount of power being generated is typical of the conditions. Compare current readings with the diagnostic benchmark. Inspect inverter housing or shelter for physical maintenance required if present.	Semi-Annual
Inspection	PV Array	Test open circuit voltage of series strings of modules.	Semi-Annual
Inspection	PV Array	Check all hardware for signs of corrosion, and remove rust, and re-paint if necessary.	Annual
Inspection	PV Array	Walk through each row of the PV array and check the PV modules for any damage. Report any damage to the rack and damaged modules for warranty replacement. Note the location and the serial number of questionable modules.	Semi-Annual
Inspection	PV Array	Inspect ballasted, non-penetrating mounting system for abnormal movement.	Semi-Annual
Inspection	PV Array	Determine if any new objects, such as vegetation growth, are causing shading of the	Annual





8. The SERVICE PROVIDER shall perform the procurement and management of replacement parts from all the suppliers of the solar photovoltaic installation with the charge of the client. Small electrical and cleaning materials are included in the contract.

#### IV. Components Maintenance

In response to the main system components, the SERVICE PROVIDER shall execute the following operations:

##### 1. Solar panels:

- a) The SERVICE PROVIDER shall shoulder the cost of operation and maintenance set, connect and disconnect the panels, and have all the tools and resources necessary to carry out the tasks associated with the transaction, including small electrical material.
- b) The SERVICE PROVIDER shall provide the special brushes and horses needed to clean the modules. The client shall inspect them before the cleaning activities.

##### 2. Hybrid/ Off-grid Inverters:

- a) It shall be for the account of the SERVICE PROVIDER to report the failure of the equipment to the supply company as well as help the connection and disconnection of equipment.
- b) It shall be for the account of the SERVICE PROVIDER to have all the tools and resources needed to carry out tasks associated with that activity, including small electrical material.

##### 3. Electrical Protection:

It shall be for the account of the SERVICE PROVIDER to manage the maintenance of the electrical protection resulting from defects or changes and have all the tools and resources necessary to carry out the tasks associated with that transaction, including small electrical material.

#### V. CONTRACT DURATION

- 1-year contract

#### VI. CONTRACT COST & TERMS OF PAYMENT

The price of the contracted services shall be structured as follows:

- ❖ **Total Amount for 1 year :** **PhP40,000.00/year**
- ❖ **Terms :** **PhP20,000.00/Semi-annual**  
*(The client shall issue a bill every six (6) months in the amount of PhP20,000.00/bill.)*
- ❖ **Delivery :** **As per the contract**

Prepared By:

  
**ARLENE GEMINIANA S. NILO, CPA**  
OIC-General Services

Approved:

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



## TERMS OF REFERENCE

PROJECT	:	<b>Provision of Preventive Maintenance for 32.4 kWp Solar PV Installed at the Agricultural Training Institute -Central Office for 2023</b>
APPROVED BUDGET FOR THE CONTRACT (ABC)	:	<b>PhP50,000.00</b>
PERIOD COVERED	:	<b>One (1) Year/12 Months</b>
LOCATION OF PROJECT	:	<b>Agricultural Training Institute, ATI Compound, Elliptical Road, Diliman, Quezon City</b>

### I. INTRODUCTION:

The ATI-CO has a **32.4kWp Solar PV** installed in the ATI compound. These solar equipment provide a sustainable, economical, and convenient investment to the public. To maintain its operation, an annual preventive maintenance is required. However, ATI personnel does not have the ability to perform maintenance services, hence said services shall be outsourced.

### II. EQUIPMENT ENROLLED:

- 32.4 kWp Solar PV

### III. SCOPE OF WORK:

The SERVICE PROVIDER shall perform Maintenance Services such as predictive, preventive, and corrective maintenance on all elements of the system to ensure the operation and increase product life of the **32.4 kWp Solar PV** installed at the ATI-CO.

#### A. Predictive Maintenance:

1. The SERVICE PROVIDER shall execute all the operations to ensure that the operational values are correct by observing the main functional parameters to verify the correct operation of the installation.
2. The SERVICE PROVIDER through a remote system data acquisition shall dump the operating parameters of each inverter.

In the event that a photovoltaic generator indicates a fault, the SERVICE PROVIDER undertakes to carry out fault diagnosis without delay.

3. The SERVICE PROVIDER shall initiate actions necessary to repair it without undue delay. The errors that can be corrected online shall be corrected online.



For any other error, the SERVICE PROVIDER shall send maintenance staff to the ATI in the shortest time possible, established in 24 hours during weekdays and 48 hours in case of Sunday or holidays.

**B. Preventive Maintenance:**

1. The SERVICE PROVIDER shall execute the operations of visual inspection, verification, and among others that are applied to the 32.4 kWp Solar PV, its installation should be kept within acceptable limits of its operating conditions, performance, protection, and durability of the installation.
2. The Maintenance Plan shall be carried out by a specialized technical personnel of the SERVICE PROVIDER who have experience in solar photovoltaic technology and electrical installation in general. The Maintenance Plan includes all maintenance or replacement of necessary (corrective maintenance) to ensure that the system works properly during its lifetime.
3. The work shall be performed in accordance with the current state of the technology, as stipulated in the relevant regulations and standard provisions, namely:
  - Cleaning
  - Emergency Response
  - Inspection
  - Service
  - Testing

Activity Area	Component	Description	Interval
Cleaning	PV module General	Clean PV modules with plain water or mild dishwashing detergent. Do not use hard brushes, any types of solvents, abrasives, or harsh detergents	Condition or study dependent (typically, every quarter)
Emergency Response	System	Contractors should be available by email and phone 24 x 7 x 365	On-going
Inspection	AC Wiring	Inspect electrical boxes for corrosion or intrusion of water or insects. Seal boxes if required	Semi-Annual
Inspection	AC Wiring	Check the position of disconnect switches and breakers	Semi-Annual
Inspection	AC Wiring	Exercise operation of all protection devices	Semi-Annual
Inspection	AC Wiring	AC disconnect box inspection Test system grounding with "megger".	Semi-Annual



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Inspection	AC Wiring	Scan combiner boxes with an infrared camera to identify loose or broken connections.	Semi-Annual
Inspection	DC Wiring	Inspect cabling for signs of cracks, defects, pulling out of connections; overheating, arcing, short or open circuits, and ground faults.	Semi-Annual
Inspection	AC Wiring	Check the proper position of DC disconnect switches.	Semi-Annual
Inspection	Combiner and Junction Boxes, DC Wiring	Open each combiner box and check that no fuses have blown and that all electrical connections are tight. Check for water incursion and corrosion damage. Use an infrared camera for identifying loose connections because they are warmer than good connections when passing current.	Semi-Annual
Inspection	DC Wiring	Look for any signs of intrusion by pests such as insects and rodents. Remove any nests from electrical boxes (junction boxes, pull boxes, combiner boxes) or around the array. Use safe sanitation practices because pests may carry disease.	Semi-Annual
Inspection	Inverter	Observe instantaneous operational indicators on the faceplate of the inverter to ensure that the amount of power being generated is typical of the conditions. Compare current readings with diagnostic benchmarks. Inspect inverter housing or shelter for physical maintenance required if present.	Semi-Annual
Inspection	Monitoring	Spot-check monitoring instruments (pyranometer, etc) with hand-held instruments to ensure that they are operational and within specifications.	Semi-Annual
Inspection	PV Array	Test open circuit voltage of series strings of modules.	Semi-Annual



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Inspection	PV Array	Check all hardware for signs of corrosion, and remove rust, and re-paint if necessary.	Annual
Inspection	PV Array	Walk through each row of the PV array and check the PV modules for any damage. Report any damage to the rack and damaged modules for warranty replacement. Note the location and the serial number of questionable modules.	Semi-Annual
Inspection	PV Array	Inspect ballasted, non-penetrating mounting system for abnormal movement.	Semi-Annual
Inspection	PV Array	Determine if any new objects, such as vegetation growth, are causing shading of the array and move them if possible. Remove any debris from behind collectors and from gutters.	Annual
Inspection	PV Module	Use an infrared camera to inspect for hot spots; bypass diode failure.	Annual
Inspection	Transformer	Inspect transformer meter, oil, and temperature gauges include housing containers, or concrete housing if presentment.	Annual
Inspection	Transformer	Transformers/ switchgear inspection	Annual
Inspection	DC Wiring	Check grounding braids for wear	Annual
Inspection	PV Module	PV module torque check and visual inspection	5 years
Inspection	PV Module	Racking torque check and inspection	5 years
Management	PV Module	Inspection: corrosion and encapsulate yellowing	Annual
Management	PV Module	Galvanization inspection	Annual
Management	Asset Management	Daily operations and performance monitoring	On-going
Management	Asset Management	Monitor alarms and site-specific alert parameters	As needed



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Management	Documents	Documents all O&M activities in a workbook available to all service personnel	On-going
Management	Documents	Confirm availability and take any measures to secure operating instructions, warranties and performance guarantees, and other project documentation.	Annual
Management	Documents	Update record with preventive maintenance activities and track any problems or warranty issues and secure the record onsite.	On-going
Management	Meter	Maintain a log of cumulative power delivery (kWh to date) and chart this value against date. Chart the value even for uneven or infrequent intervals. Explain variation by season or weather.	Monthly
Management	Communication	Check internet connection of the inverter	Annual
Service	AC wiring	Re-torque all electrical connections on the AC side of the system	Annual
Service	DC Wiring	Re-torque all electrical connections in the combiner box	Annual
Service	Instruments	Exchange or re-calibrate instruments	As per manufacturer
Service	Inverter	Replace transient voltage surge suppression devices	As per manufacturer
Service	Inverter	Install any recent software upgrades to inverter programming or data acquisition and monitoring system	5 years
Service	Inverter	Clean (vacuum dust from heat rejection fins)	Semi-annual
Service	Inverter	Replace any air filters on air-cooled equipment such as inverter	As needed
Service	PV Array	Remove bird nests from the array and rack area	Semi-annual
Service	PV Array	Nesting vermin removal, nesting vermin prevention	Semi-annual



3. In such cases the SERVICE PROVIDER shall offer the ATI repairs to remuneration commensurate with the usual prices for these jobs or as an individual offer.
4. To the extent that the repairs were carried out, the SERVICE PROVIDER shall provide ATI a monthly report after 3 weeks at the end of each month. This report shall include details concerning the failures, the nature of the repair work, the material used, and hours worked.
5. The equipment shall be repaired on the site by the SERVICE PROVIDER. If the failure of any parts could not be repaired in the ATI property, the parts must be sent to the repair center designated by the manufacturer by ATI, without prejudice to the claim that may subsequently be made to the manufacturer.
6. The SERVICE PROVIDER perform repairs or replacement of the parts as soon as possible after the defect has been identified, but is not liable for damages caused by the delay in the repairs.
7. *The SERVICE PROVIDER* shall perform and keep all components and parts of the Solar equipment in good repair, good operating condition, appearance, and working order with the manufacturer's recommendations and warranties. Supply of ***spare parts are excluded from the scope of maintenance.***

However, during the course of the maintenance, if the Service Provider found out that spare part/s need to be replaced, said *SERVICE PROVIDER* shall prepare a recommendation and also include in their report the cost of the spare parts. The *ATI* shall prepare a purchase request to procure the necessary parts subject to funds availability. The payment of replacement of parts shall be separately billed and paid by ATI upon approval of the purchase order.

8. *The SERVICE PROVIDER* shall procure and manage the replacement of parts from all the suppliers of the solar photovoltaic installation charged to the ATI. Small electrical and cleaning materials are included in the contract.

#### IV. COMPONENTS MAINTENANCE

In response to the main system components, the SERVICE PROVIDER shall execute the following operations:

##### 1. Solar panels:

The SERVICE PROVIDER shall shoulder the cost of operation and maintenance set, connect and disconnect the panels, and have all the tools and resources necessary to carry out the tasks associated with the transaction, including small electrical material.

##### 2. Inverters:

- a. It shall be for the account of the SERVICE PROVIDER to report the failure of the equipment to the supply company as well as the connection and disconnection of equipment. At the same time, the SERVICE PROVIDER shall inform the client regarding any failure, disconnection, or communication with Meralco.
- b. It shall be for the account of the SERVICE PROVIDER to have all the tools and resources needed to carry out tasks associated with that activity, including small electrical material.



### 3. Electrical Protection:

It shall be for the account of the SERVICE PROVIDER to manage the maintenance of the electrical protection resulting from defects or changes and have all the tools and resources necessary to carry out the tasks associated with that transaction, including small electrical material.

## V. CONTRACT DURATION

- 1-year contract commencing upon approval of the Purchase Order.

## VI. CONTRACT COST & TERMS OF PAYMENT

The price of the contracted services shall be structured as follows:

- ❖ **Total Amount for 1 year :** PhP50,000.00/year
- ❖ **Terms :** PhP25,000.00/Semi-annual  
*(The client Shall issue a bill every six (6) months in the amount of PhP25,000.00/bill.)*
- ❖ **Delivery :** As per the contract

Prepared By:

  
**ARLENE GEMINIANA S. NILO, CPA**  
OIC-General Services

Approved By:

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