



**REQUEST FOR QUOTATION**

DATE: 11/20/2023

**PURCHASE REQUEST NO.: ADMIN FUND 2023-10-199F**

CANVASS NO. 159

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
			Generator General Inspection and Replacement of Consumables Parts		
	1	lot	1. Generator Initial Inspection, Testing and Monitoring of Parameters		
	7	pail	2. Supply and Replacement of Engine Oil		
	6	pc	3. Supply and Replacement of Lube Oil		
	1	lot	4. Supply and Replacement of Coolant		
	4	pc	5. Supply and Replacement of Battery		
	1	pc	6. Supply and Installation of Trickle Charger		
	2	pc	7. Supply and Installation of Fuel Water Separator (See attached T.O.R. standard requirements)		

**PURPOSE:**  
 For official use in the maintenance of ATI grounds.

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

CANVASS BY: \_\_\_\_\_  
 DATE: \_\_\_\_\_



Republic of the Philippines  
 Department of Agriculture  
**AGRICULTURAL TRAINING INSTITUTE**

ATI Building, Elliptical Road, Diliman, Quezon City, Metro Manila 1100  
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 URL: http://www.ati.da.gov.ph; www.e-extension.gov.ph

## TERMS OF REFERENCE

PROJECT : **Generator General Inspection and Replacement of Consumable parts**

APPROVED BUDGET FOR THE CONTRACT (ABC) : **PhP350,000.00**

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, annual preventive maintenance is required. Based on the maintenance conducted by the Outsourced Services, an additional repair is needed to fully cleaned and operate the Generator Set., ATI does not have the ability to perform corrective and maintenance services, hence said services shall be outsourced, thus this request.

### II. EQUIPMENT ENROLLED:

One (1) Unit Cummins Diesel Generator Set, Model APD1000C-6, 1000kva, 230v, Silent type.

### III. SCOPE OF WORK:

The **SERVICES PROVIDER** shall perform Maintenance Services such as **General Inspection and Replacement of Consumable parts** to ensure the operation and increase product life of the generator set.

NO	SCOPE OF WORK	CHECKLIST/DUTIES
1	<b>Initial Inspection</b> AKSA APD1000C-6 POWER: 905 KVA / 1000KVA CURRENT: 2272 AMP / 2510 AMP PHASE: 3Ø FREQUENCY: 60HZ SPEED: 1800 RPM	<b>1. Initial Inspection</b> 1.1 Checking of Engine Oil Level 1.2 Checking of Engine Coolant Level 1.3 Checking of Battery and Battery Connections 1.4 Checking Fan Belt Tension 1.5 Clean Spark Arrester 1.6 Adjust Engine Valve Lash 1.7 Checking of Generator Slip Rings and Brushes 1.8 Checking Fuel Injector Pressure 1.9 Checking of engine oil level 2.0 Checking of fuel and coolant hose
2	<b>Engine Oil</b>	<b>2. Engine Oil</b> 2.1 Existing Equipment AKSA Engine Oil 7pail refer to Equipment Manual for accurate data





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7. Occupational Safety and Health Standard
8. DENR Accredited contractor
9. RA6969 Proper disposal of waste material (Used Oil and Batteries)
10. RA8749 Clean Air Act (Generator testing for smoke emission)

**VI. WARRANTY:**

1. Warranty is meant to express the integrity of the labor and material supplied under normal use of the equipment to be 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 control of man are not warrantable.
3. The Supplier/Contractor will give **3 months warranty** on labor performed.
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 further life to the supplier's basic warranty terms and conditions for the equipment.
7. Warranty repair cost is limited only to the cost of supplied items to bring the equipment in operation prior to the warranty repair.

**PREPARED BY:**

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

**APPROVED BY:**

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