

REQUEST FOR QUOTATION

REFERENCE NO.: MR23-10-136

We are inviting all interested suppliers to submit their best quotation for the **PROCUREMENT FOR THE PREVENTIVE MAINTENANCE OF ONE (1) UNIT OF 202 KVA GENERATOR SET LOCATED AT THE BASEMENT LEVEL, I & I BUILDING:**

I. BACKGROUND

The One (1) Year Preventive Maintenance (PM) Program shall include supply of labor, tools and technical services/expertise for general check-up, inspection and sanitation for the one (1) unit of 202 kVA generator set at the I&I Building as follows:

GENERATOR SET	PM PROGRAM (Level)
202 kVA GenSet	Level 1 & 2

II. SCOPE OF WORKS

The General Requirement to be performed:

PREVENTIVE MAINTENANCE PROGRAM	
A. LEVEL 1	
a.	Cooling System
	Check the amount and condition of coolant / water; Inspect worn out, broken or loose belts; Check hoses for crack and brittleness; and Check/inspect radiator fins
b.	Fuel system
	Check engine and supply system for any fuel leaks; Check fuel level and visually inspect for contamination; and Fuel connections to be checked
c.	Air Induction and Exhaust System
	Inspect air filter element; Check air filter indicators for proper operation; Ensure that air intake flow is not unduly restricted; and Check exhaust system for possible corrosion, bracket damage, vibration and loose connection
d.	Lubricating Oil System
	Check oil between the Add and Full marks on the dipstick; Check crankbase breather, if applicable; and Check engine oil level for unusual oil leakage/contamination
e.	Starting System
	Check and inspect starter operation, inspect loose connection; Check battery fluid level and verify battery terminals are clean; Check all batteries connections; and Check engine protective devices and test proper operation
f.	Control Panel
	Visually inspect wiring and components; Check all switches and breakers; and Check engine protective devices and test proper operations
g.	General
	Visually inspect loose connection and burnt wires;

	<p>Check abnormal sound and generator vibrations; Conduct safety shutdown and test run with/without load, Determine/ get ampere/current readings with/without load; Record all parameters</p>
h.	Conduct required testing as necessary for the whole system.
B. LEVEL 2	
	<p>The general requirement for Level 2: Replace radiator liquid with coolant additive; Replace coolant/water filters; Replace fuel filters; Replace oil/lube filters Change engine oil; Proper disposal of all waste fluids; and All necessary works/services under LEVEL 1</p> <p>The following materials are to be replaced:</p> <ol style="list-style-type: none"> 1. Filters (same as existing or equivalent) 2. Coolant 3. Engine Oil (same as existing or equivalent) 4. Drive belts and air filters are being replaced after 1,000 running hours or subject for inspection. If replace is upon request by Owner, it will be quoted separately from this agreement.

III. FREQUENCY OF THE PREVENTIVE MAINTENANCE PROGRAM AND APPROVED BUDGET

SERVICE LEVEL	UNIT	FREQUENCY & COST	APPROVED BUDGET
LEVEL 1	1-202 kVA	3 visits within the 1-year period <i>(at 9,500 for each visit)</i>	28,500.00
LEVEL 2	1-202 kVA	1 visit within the 1-year period <i>(at P41,500 for each visit)</i>	41,500.00
			70,000.00

The Contractor will be notified by NDC of the actual schedule.

Terms of Payment

- a. After completion of each visit/service.
- b. Submit service/inspection report and testing reports as necessary signed and witnessed by NDC / BOI personnel.

Work Duration

- a. Seven (7) calendar days depending the working conditions at site.

IV. OTHER TERMS

- a. Supply of labor, tools and technical services/expertise for emergency call response shall be free of charge. Emergency call response time is maximum of 24 hours for ordinary days and 36 hours for holidays and weekends.
- b. However, the cost for the replacement of the defective materials/parts will not be included in this agreement.

- c. Warranty: Six (6) months on labor and supplied materials from the date of completion, testing and acceptance.

Approved Budget : ₱ 70,000.00
Submission of Quotation and Eligibility Requirements : November 9, 2023
Mode of Procurement : Small Value Procurement (53.9)
Eligibility Requirements :

1. Valid and current Mayor's Permit (certified true copy)
2. PhilGEPS Registration Number (certified true copy)
3. Omnibus Sworn Statement (Notarized and accordance with GPPB Circular 04-2020 dated September 16, 2020)

Note: In lieu of the Mayor's Permit and PhilGEPS Registration Number, you may submit a valid Certificate of PhilGEPS Registration (Platinum Membership).

Please submit your quotation and eligibility requirements in a sealed envelope at the address stated below.

Name of Bidder:

BIDS AND AWARDS COMMITTEE
National Development Company
7/F NDC Building, 116 Tordesillas St.
Salcedo Village, Makati City
Fax: 840-4862
Attention: BAC Secretariat

Reference Number: **MR23-10-136**

All prices should be VAT inclusive. Further, please indicate in the quotation the following:

1. Terms of Payment
 - After completion of each visit/service.
 - Submit service/inspection report and testing reports as necessary signed and witnessed by NDC / BOI personnel.
2. Delivery Period
 - Seven (7) calendar days per maintenance works
3. Warranty
 - Warranty: Six (6) months on labor and supplied materials from the date of completion, testing and acceptance.

(SIGNED)
AGM LEOPOLDO JOHN F. ACOT
Chairperson, Bids and Awards Committee