



Department of Migrant Workers
Ortigas Avenue corner Epifanio de los Santos Avenue
City of Mandaluyong, 1550 National Capital Region


REQUEST FOR PRICE QUOTATION

13 May 2022

**Preventive Maintenance of Generator Set #1, #2 and Synchronizing
Circuit System for Second Quarter to Fourth Quarter of CY 2022
(RFQ 044-2022)**

Date: _____
Name of Company: _____
Address: _____
Business Permit No. _____
TIN : _____
PhilGEPS Registration
No.: _____

Please quote your lowest net price, taxes included for the item/s described below and submit your ***signed and sealed*** quotation to the DMW BAC Secretariat, BFO Building, Ortigas Ave., cor EDSA, Mandaluyong City not later than 10:00 A.M. on **20 May 2022** at which date and time, all submitted quotations will be opened. Late bids shall not be accepted.


VIRGILIO L. CARREON JR.
Chairperson
Bids and Awards Committee

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

| QTY./ UNIT | DESCRIPTION | Approved Budget for the Contract | UNIT PRICE | TOTAL PRICE |
|---------------|--|--|---------------|----------------|
| 1 Lot | Preventive Maintenance of Generator Set #1, #2 and Synchronizing Circuit System for Second Quarter to Fourth Quarter of CY 2022 <i>**Please see attached Terms of Reference**</i> | ₱198,000.00 | P _____ | P _____ |

| | | |
|---|--|--|
| Name of Company | | |
| Complete Address | | |
| Telephone No./Fax | | |
| Printed Name of Owner/Authorized Representative and Signature | | |

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of **Sixty (60) calendar days** from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation which complies with the minimum technical specifications
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by your or any of your duly authorized representative/s.
7. The DMW shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
8. Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DMW may rescind or terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies available under circumstances.
9. The bidder shall submit the following requirements:
 - a) Business Permit/Mayor's Permit and
 - b) PhilGEPS Registration Certificate (For Platinum Membership, the updated PhilGEPS Registration Certificate must be submitted as per GPPB Resolution No. 15-2021).



Republic of the Philippines

Department of Migrant Workers

Ortigas Avenue corner Epifanio de los Santos Avenue
City of Mandaluyong, 1550 National Capital Region

PROJECT: PREVENTIVE MAINTENANCE OF GENERATOR SET # 1, # 2 AND SYNCHRONIZING CIRCUIT SYSTEM for Second Quarter to Fourth Quarter of CY-2022

LOCATION: Ortigas Avenue corner Epifanio de los Santos Avenue, Mandaluyong City

TERMS OF REFERENCE

I. INTRODUCTION

1. The Department of Migrant Workers (DMW) formerly POEA is in need of a Specialized Service Provider in carrying out the Project: Preventive Maintenance of Generator Set #1, #2 and Synchronizing Circuit System for DMW Emergency Power for Second Quarter to Fourth Quarter of CY-2022.
2. The Prospective Service Provider must have been engaged in the Generator Set and Synchronizing Circuit System Maintenance works business for a minimum of five (5) years duly accredited by the Philippine Government Electronic Procurement Service (Phil-GEPS) of the Department of Budget and Management (DBM) and met the eligibility requirement of DMW

II. SCOPE OF WORKS

A. General check-up of Generator Operation

- Inspection and check-up of the following:
 - Clean of Generator sets
 - Check of vibration isolator condition
 - Test run of generator set without load prior to maintenance works and visually inspects of leaks
 - Record oil pressure, water temperature, current, voltages, etc, from the gauges of generator set control module.
 - Check indicator lights

B. General check-up of Generator Engine

- Inspection and check-up of the following
 - Check air filters
 - Check cooling system, coolant level
 - Check fan belts and adjust tension if necessary
 - Clean radiator fin
 - Replace radiator coolant if necessary
 - Perform radiator differential test
 - Perform radiator ambient temperature test

- Perform radiator air flow test
- Check the condition of hoses and cooling system pipes and connection for leaks
- Check heat exchanger for leaks and corrosion including coolant
- Check engine oil level and quality and leaks
- Perform engine oil replacement, if necessary
- Perform lubrication system pressure test
- Check battery terminals, battery distilled water content, density and battery charger
- Check and tighten of loose bolts, nuts, hose clamps, connections, wire terminations and covers
- Check the condition and operation of starter and charging alternator
- Check charging alternator belt
- Check display panel lamp and replace bulbs, if necessary

C. General check-up of Generator Controller

- Inspection and check-up of the following
 - Check gauge functions
 - Check visually the wires for abrasions
 - Check engine panel wiring connections and conditions
 - Check circuit breaker, fuse holder and earth grounding system are correctly installed
 - Check governor operation and governor linkage.

D. General check-up of Generator Fuel System

- Inspection and check-up of the following
 - Check fuel tank and lines for leaks
 - Perform bleeding of air in the fuel system
 - Check the inspection pump operation
 - Drain water and sediments from fuel water separator and fuel tank

E. General check-up of Generator Exhaust System

- Inspection and check-up of the following
 - Check of exhaust line for possible restrictions
 - Perform exhaust stack temperature test
 - Check engine breather line
 - Perform blow by test

F. General check-up of Electrical System

- Inspection and check-up of the following
 - Check of power cable condition and terminal connections
 - Check of automatic voltage regulator condition and function
 - Check of main alternator insulation windings condition
 - Check ATS sensing line voltage input

TERMS OF REFERENCE:

Preventive Maintenance of Generator Set and Synchronizing Circuit System for Second Quarter to Fourth Quarter of CY-2022

G. General check-up of synchronizing circuit system

- Inspection and check-up of the following
 - Check set-up, parameters and settings
 - Perform adjustment on settings and parameters, if necessary
 - Check of power cable condition and terminal connections
 - Check all power relays, circuit breaker mechanical/electrical interlocking system and terminal lugs
 - Perform correction of fault on system

H. Conduct assessment of the whole system for any deterioration/malfunction preventing further damages and recommend replacement of defective parts/devices for the Generator and Synchronizing Circuit System.

- Service Provider shall submit report for the replacement of defective parts/devices.
- DMW shall provide needed parts/devices.
- Service Provider shall install the parts/devices at no additional cost to DMW

I. Service call within the day to correct the trouble or fault on the system at no additional cost to POEA

J. Service provider shall visit for monthly inspection of generator set and synchronizing panel.

K. Service provider shall conduct scheduled Quarterly Preventive Maintenance of generator sets and synchronizing panel.

L. Quarterly Load Testing of the whole system or as need arise.

M. Submission of Quarterly Preventive Maintenance Report to General Services Property Division.

III. GENERAL NOTES

1. All works shall be of first class workmanship up to the fullest talent.
2. The Service Provider shall be deemed to have visited the site and acquaint himself with the existing site conditions, dimensions/measurements, means of access and take into account any feature that may affect his tender. No claim for his neglect to do so or out of any misunderstanding on his part on these conditions shall be entertained. The Service Provider shall be responsible for the proper coordination with other trade Service Provider.
3. The Service Provider shall provide any labor and tools/equipment needed for the completion of the project/service maintenance.
4. The Service Provider shall bear the price of safety insurance and provide all necessary safety equipment, Personal Protective Equipment (PPE) and the like, for safety performance of preventive maintenance.
5. It shall be a no employer-employee relationship. The Service Provider shall have the full responsibility of his/her technicians/employees.

TERMS OF REFERENCE:

Preventive Maintenance of Generator Set and Synchronizing Circuit System for Second Quarter to Fourth Quarter of CY-2022


6. The Service Provider shall work without disrupting the DMW operations and shall remove all the debris, waste materials, tools and equipment and shall clean the area after each work inside the offices to make way for the normal operation.
7. During the course of the work, the Service Provider shall exert due diligence to avoid damages. In event of any such mishap, the Service Provider shall restore the affected fixture/equipment/furniture to its original state or replace the whole unit depending on the extent of damage at no extra cost to DMW.
8. The approved budget cost of the project is **Sixty-Six Thousand Pesos (P 66,000.00) per Quarter or One Hundred Ninety-Eight Thousand Pesos (Php198,000.00) for Three (3) Quarter** inclusive of all Standard Government taxes and other charges.
9. Seven (7) days upon receipt of notice to proceed (NTP) from the DMW Bids and Awards Committee (BAC), the Service Provider shall commence the project based on the approved quarterly maintenance schedule for Second Quarter to Fourth Quarter of CY 2022.
10. Payment Terms:
 - a. Quarterly payment, 15 days upon receipt of billing from the Service Provider on the completed Preventive Maintenance

11. Liquidated Damages:

All contracts executed in accordance with the Act and this IRR shall contain a provision on liquidated damages which shall be payable by the Service Provider in case of breach thereof. For the procurement of goods, infrastructure projects and consulting services, the amount of the liquidated damages shall be least equal to one-tenth of one percent (0.1%) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the procuring entity shall rescind the contract, without prejudice to other courses of action and remedies open to it.

12. For security purposes, the Service Provider shall submit a list of workers who will render the services to secure their working permit from the General Services Property Division. That the Service Provider agrees that their personnel may be subjected to on-the-spot inspection by DMW security guards on duty whenever entering and or leaving the building premises. The Service Provider shall provide their I.D. and proper uniform for easy identification.

Prepared by:


 CLARK B. BRIZ
 OIC-Chief, GSPD
 20 April 2022

Recommending Approval:


 JULIE ANN J. AGUILA
 OIC-Director II, Administrative Branch

Recommending Approval:


 JOCELYN T. SANCHEZ
 Deputy Administrator,
 Management Services

Approved by:


 ABDULLAH B. MAMA-O
 Secretary