



REQUEST FOR QUOTATION

PREVENTIVE MAINTENANCE OF ELECTRICAL SYSTEM FOR PROCUREMENT SERVICE - DEPARTMENT OF BUDGET AND MANAGEMENT

AMP-015-21 (SVP)

Sir/Madam:

Please quote your best proposal for the item/s described below using the Price Proposal Form (see Annex "A" of the Request for Quotation), subject to terms and conditions stated in the RFQ.

Accomplish and submit all forms attached (Annex A, B, C, and D).

LOT NO.	QTY	ITEM DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT
1	1	Preventive Maintenance of Electrical System for the Procurement Service-Department of Budget and Management	Php 247,000.00

Submit your proposal duly signed by you or your duly authorized representative, not later than **12 November 2021; 10:30 AM** proposals shall be submitted at the address indicated below:

Mark Jonnel B. Lantin
Secretariat, Internal BAC-1
General Services Division
2nd Floor, PS Complex
Procurement Service-PhilGEPS
Cristobal Street, Paco, Manila

Only one (1) set of documents certified to be true copies of the original shall be required. In case, however, a supplier intends to submit proposals for several Request for Quotations in which the deadline of submission and opening of proposals are scheduled on the same date and time, it may submit one (1) set of Documents to cover all the RFQs where it wishes to participate. The envelope shall contain the name of the contract to be bid in capital letters and bear the name and address of the supplier in capital letters.

Proposals and other documents required may be sent electronically to milantin@ps-philgeps.gov.ph. Electronically submitted proposals and documents must be submitted on or before the deadline of submission as stated in this RFQ.

Late submission of quotations shall not be accepted and considered.


SIGNATURE REDACTED
JOSEPH CONRAD D. DUEÑAS
Chairperson, iBAC 1

N.B.: Suppliers not directly invited may participate. The duly accomplished Proposal (Annexes A, B, C and D) shall be submitted on or before the deadline for submission of proposal or any extension thereof. The following supporting documents shall also be submitted during submission of offers:

- 1. Mayor's Permit for the year 2021;*
- 2. PhilGEPS Registration Number; and*
- 3. Omnibus Sworn Statement (Annex "D");*

The following supporting documents may be submitted during evaluation of offers, or upon notice by the iBAC1:

- 1. Copy of Professional Regulation Commission I.D. of the Electrical Engineer*
- 2. Copy of Curriculum Vitae of the Electrical Engineer indicating the year/s of experience (minimum of one (1) year experience as a technical supervisor on electrical preventive maintenance for building/s)*

PhilGEPS Platinum Registration Certificate may be submitted in lieu of the eligibility documents 1 and 2.

Instructions for format and signing as stated above shall apply to non-directly invited suppliers.



Price Proposal Form

Date: _____

The Chairperson, Internal Bids and Awards Committee 1
Procurement Service
PS Complex, Cristobal Street
Paco, Manila

Ma'am:

Having examined the **Request for Quotation No. AMP-015-21 (SVP)** the receipt of which is hereby duly acknowledged, the undersigned offers the procurement of **PREVENTIVE MAINTENANCE OF ELECTRICAL SYSTEM FOR PROCUREMENT SERVICE - DEPARTMENT OF BUDGET AND MANAGEMENT.**

In conformity with the said Request for Quotation for the sums stated hereunder:

LOT NO.	UOM	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	Lot	Preventive Maintenance of Electrical System for the Procurement Service-Department of Budget and Management		

Total Amount in Words:

We undertake, if our Proposal is accepted, to perform the services/deliver the goods as identified in the Schedule of Requirements and Technical Specifications.

Until a formal Contract is prepared and executed, this Proposal, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Proposal you may receive.

Date

Company Name

Authorized Representative
Name/Signature

Address



Official Contact No.

ANNEX "B"

SCHEDULE OF REQUIREMENTS

LOT NO.	QTY	UOM	ITEM DESCRIPTION	AGENCY'S DELIVERY SCHEDULE
1	1	Lot	Preventive Maintenance of Electrical System for the Procurement Service-Department of Budget and Management	Within thirty (30) calendar days from receipt of the Notice to Proceed.

I hereby commit to deliver the required quality and quantities upon receipt of the Notice to Proceed as indicated above.

Name of Company

**Signature Over Printed
Name of the Authorized
Representative**

Date



TECHNICAL REQUIREMENTS

LOT NO. 1 : **Preventive Maintenance of Electrical System for the Procurement Service-Department of Budget and Management**

QTY : **1 Lot**

APPROVED BUDGET FOR THE CONTRACT : **₱ 247,000.00**

AGENCY SPECIFICATIONS	BIDDER'S STATEMENT OF COMPLIANCE
Supply of Labor, Materials, Technical Supervision for the Annual Electrical Preventive Maintenance For the Procurement Service Buildings and Warehouses	
General Requirements	
1. Mobilization / Demobilization	
2. Hauling, handling and lifting of materials	
3. Cleaning of working areas and disposal of debris (if any) for final turnover.	
4. Safety Provisions: safety tools, devices, signages, PPEs, etc.	
5. Project leader should be a licensed electrical engineer with at least one (1) year experience of technical supervision on electrical preventive maintenance for building/s.	
Scope of Works	
Scope of Works shall include, but will not be limited to, the following:	
1. Walk-around inspection :	
1.1 Conduct walk-around inspection on all Electrical Rooms, Genset Rooms and other areas with containing electrical equipment	



2. Conduct General Preventive Maintenance on all electrical panels and enclosures based on the following scope of works:	
2.1. General cleaning of all panels and enclosures	
2.2 Inspect physical, electrical and mechanical condition including evidence of moisture, burn or wear	
2.3 Checking, recording and updating the load schedule of each panel	
2.4 Perform the following Test on all Circuit Breakers:	
2.4.1 Insulation Resistance Test	
2.4.2 Functionality and Trip Test	
2.4.3 Voltage of Line Side and Load side of the Breakers	
2.5 Perform the following Test on all Wires:	
2.5.1 Line to Ground Insulation Resistance Test	
2.5.2 Current Reading on all wires	
2.6 Retightening of nuts and bolts of terminals	
2.7 Conduct Thermal Scanning on Panel including all wires and breakers	
2.8 Conduct Earth Resistance Test on Ground Wires	
3. Conduct General Preventive Maintenance on ATS based on the following scope of works:	
3.1. General cleaning of Panel	
3.2 Inspect physical, electrical and mechanical condition including evidence of moisture or wear	
3.2 Conduct functionality test	
3.3 Check operating condition of the miniature circuit and components	
3.4 Checking of fuse	



3.5 Checking on Mechanical Interlock	
3.6 Perform the following Test on all Circuit Breakers:	
3.6.1 Insulation Resistance Test	
3.6.2 Functionality and Trip Test	
3.6.3 Voltage Reading of Line Side and Load side of the Breakers	
3.7 Perform the following Test on all Wires:	
3.7.1 Line to Ground Insulation Resistance Test	
3.7.2 Current Reading on all wires	
3.8 Retightening of nuts and bolts of terminals	
3.9 Conduct Thermal Scanning on Panel including all wires and breakers	
3.10 Conduct Earth Resistance Test on Ground Wires	
4. Conduct General Preventive Maintenance on Dry Type Transformers based on the following scope of works:	
4.1. General cleaning of Transformer enclosure	
4.2 Inspect physical, electrical and mechanical condition including evidence of moisture or wear	
4.3 Perform the following Test on all Transformers	
4.3.1 Voltage Reading and Current Reading of Hi and Lo side of the Breakers	
4.3.2 Insulation resistance test	
4.3.3 Winding resistance test	
4.3.4 Transformer turns ratio test	
4.4 Perform the following Test on all Circuit Breakers:	
4.4.1 Insulation Resistance Test	
4.4.2 Functionality and Trip Test	



4.4.3 Voltage Reading of Line Side and Load side of the Breakers	
4.5 Perform the following Test on all Wires:	
4.5.1 Line to Ground Insulation Resistance Test	
4.5.2 Current Reading on all wires	
4.6 Retightening of nuts and bolts of terminals	
4.7 Conduct Thermal Scanning on enclosure including all wires and the transformer	
4.8 Conduct Earth Resistance Test on Ground Wires	
5. Observe safety precaution on the whole duration of the preventive maintenance including LOTO on all equipment currently under preventive maintenance	
6. Energization and power up (to Backup and normal power)	
Documentation:	
1. Submission of Electrical Preventive Maintenance Report in two (2) hard copies and electronic files containing but will not be limited to the following:	
1.1. Description of the project	
1.2. Methodology	
1.3. Final Test Reports (Indicating Standard Parameters)	
1.4. Findings and Recommendations	
1.5. Eligibility of Electrical Engineer	
1.6. Photographs depicting the following:	
1.6.1 Date	
1.6.2 Location	
1.6.3 Equipment used	
2. Submission of certificate of preventive maintenance signed by the Electrical Engineer in-charge	



I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

Name of Company

**Signature Over Printed
Name of Authorized
Representative**

Date



Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*



[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code

11. *[Name of Bidder]* hereby assigns the following contact number/s and e-mail address/es as the official telephone/fax number and contact reference of the company where the PS BAC and PS notices may be transmitted.

Telephone No/s.: _____
Fax No/s.: _____
E-mail Add/s.: _____
Mobile No.: _____

It is understood that notices/s transmitted in any of the above-stated telephone/ fax numbers and/or email address/es are deemed received as of its transmittal and the reckoning period for



the reglementary periods stated in the bidding documents and the revised Implementing Rules and Regulations of the Republic Act. No. 9184 shall commence from receipt thereof.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ___ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____.

Witness my hand and seal this ___ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ [date issued], [place issued]

IBP No. _____ [date issued], [place issued]

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

Note:

"Sec. 12. Competent Evidence of Identity – The phrase "competent evidence of identity" refers to the identification of an individual based on:

At least one current identification document issued by an official agency bearing the photograph and signature of the individual, such as but not limited to, passport, driver's license, Professional Regulations Commission ID, National Bureau of Investigation clearance, police clearance, postal ID, voter's ID, Barangay certification, Government Service and Insurance System (GSIS) e-card, Social Security System (SSS) card, Philhealth card, senior citizen card, Overseas Workers Welfare Administration (OWWA) ID, OFW ID, seaman's book, alien certificate of registration/immigrant certificate of registration, government office ID, certification from the National Council for the Welfare of Disabled Persons (NCWDP), Department of Social Welfare and Development (DSWD) certification;

The Board Resolution or Secretary's Certificate referring to the said Board Resolution designating the bidder's authorized representative and signatory need not specifically indicate the particular project where such authority is given provided that the said authority covers activities by PS.

