



**REQUEST FOR QUOTATION**


Date	:	<b>August 18, 2022</b>
Project Title	:	<b>Procurement of Three (3) Years Preventive Maintenance Services of Generator Set of CF-Iloilo</b>
ITB No.	:	<b>SV22-08-007BAC</b>
Approved Budget for the Contract (ABC)	:	<b>The Total ABC is in the amount of Four Hundred Fifty-One Thousand Seven Hundred Ninety-Seven Pesos (Php 451,797.00) VAT Exclusive, Zero-Rated Transaction.</b>
Deadline for the Submission and Receipt of Quotations/ Proposals	:	<b>August 26, 2022, Friday, 11:00 am (Sealed Quotation)</b>
Opening and Examination of Quotation(s) / Proposal(s)	:	<p><b>August 26, 2022, Friday 11:00 am (onwards)</b></p> <p>Please submit and address the envelope containing the accomplished RFQ form and required documents to the Branch Bids and Awards Committee (BBAC) CF-Bacolod through the Procurement Section, Ground Floor L-Fisher Hotel Annex Building 15<sup>th</sup> Corner Aguinaldo Street Bacolod City.</p> <p>The envelope shall bear the following information in capital letters:</p> <ol style="list-style-type: none"> <li>Title and reference number for the project, and</li> <li>Name, address and contact details (telephone/cellphone number and/or email address) of the Bidder</li> </ol> <p><b>Note: Quotation(s)/Proposal(s) submitted after the deadline shall not be accepted.</b></p>

**Sir / Madam:**

In accordance with the Technical Specifications/Scope of Work and General Conditions for the project stated herewith, kindly fill up and submit your lowest quotation:

For any inquiries or clarifications, please contact Procurement Section at telephone number (034) 434-8901 local 102 or 110 and look for Acting Procurement Officer I Miss Lilly Ann L. Jelbuena.

Thank you.

  
**BEN M. POLIDO**  
 CHAIRPERSON  
 BRANCH BIDS AND AWARDS COMMITTEE (BBAC)  
 CF-Bacolod

Dear Mr. Polido:

In accordance with your request, the following is our quotation for your requirements:

<p align="center"><b>Procurement of Three (3) Years Preventive Maintenance Services of Generator Set of CF-Iloilo</b></p>	<p align="center"><b>Offered Technical Proposal</b> Please fill up each row with either: "Comply" or "Not Comply"</p>
<p><b>SCOPE OF UNDERTAKING</b></p>	
<p>The CONTRACTOR shall conduct a schedule condition and performance monitoring on the One (1) Unit Caterpillar Generator Set, 1000 KVA, 240v, 60hz, radiator cooled, Skid mounted, engine Model 3412 SN. 4BZ010597 located at Casino Filipino-Iloilo.</p>	
<p>The Contractor shall perform the following:</p> <p><b>I. TECHNICAL ANALYSIS I (TA-I)</b> – detailed inspection of the entire generator set systems to determine if each system is functioning within the acceptable standards.</p> <p>Walk around inspection of entire generator set to determine the physical condition of the following:</p> <ul style="list-style-type: none"> <li>• Cooling System</li> <li>• Fuel System</li> <li>• Air Induction &amp; Exhaust System</li> <li>• Lube Oil System</li> <li>• Control Panel</li> <li>• Power Generator</li> <li>• Sanitation</li> </ul>	
<p><b>II. TECHNICAL ANALYSIS II (TA-II)</b> – The CONTRACTOR's technician/s shall conduct technical analysis II in addition to technical analysis I inspections. This involves running the generator set with load, and a system-by-system check-up using generator set diagnostic instruments. The following shall also be included in the inspection:</p> <ul style="list-style-type: none"> <li>• Cooling System               <ul style="list-style-type: none"> <li>a. Perform radiator differential tests/ambient temperature tests</li> <li>b. Radiator air flow test</li> </ul> </li> <li>• Fuel System Pressure Test</li> <li>• Lubrication System Pressure Test</li> <li>• Air Induction and Exhaust System               <ul style="list-style-type: none"> <li>a. Inlet Manifold Pressure (Boost Pressure Tests)</li> <li>b. Exhaust Back Pressure Test</li> </ul> </li> <li>• Air Filter Restriction Test               <ul style="list-style-type: none"> <li>a. Exhaust Stack Temperature Test</li> <li>b. Blow-by Test</li> </ul> </li> <li>• Insulation test (Megger) on Generator</li> </ul>	

<p><b>III. PERIODIC MAINTENANCE SERVICES</b> – detailed inspection of all the generators components and operational testing of the generator.</p> <ul style="list-style-type: none"> <li>● Exciter Stator <ul style="list-style-type: none"> <li>a. Check for loose, frayed or burnt winding</li> <li>b. Look for score marks</li> <li>c. Determine insulation resistance of exciter stator windings</li> </ul> </li> <li>● Exciter Armature <ul style="list-style-type: none"> <li>a. Check the exciter armature for burns on the mating surfaces</li> <li>b. Check the rectifiers and surge protectors for proper operation</li> <li>c. Check the exciter armature and rectifier assembly for loose, frayed or burnt winding or loose connections.</li> <li>d. Look for score marks caused by rubbing</li> <li>e. Determine insulation resistance of exciter armature windings</li> </ul> </li> <li>● Main Rotor <ul style="list-style-type: none"> <li>a. Bearing – check the bearing for damage or wear and for lubrication</li> <li>b. Fan-check the fan for cracks or broken blades</li> <li>c. Main Rotor Core and Windings.</li> <li>d. Check the rotor for loose, frayed or burnt windings</li> <li>e. Determine insulation resistance of main windings</li> <li>f. Main Stator</li> <li>g. Inspect the frame for cracks, burnt mating surfaces of other damage areas</li> <li>h. Inspect the stator for loose, frayed or burnt winding</li> <li>i. Determine insulation resistance of main stator windings</li> </ul> </li> </ul>		
<p>The scope of this program is limited only to visual, <i>*minor repairs</i> and diagnostic inspection as well as the submission of our findings, recommendation and quotations. All other activities such as the disassemble, repair, reconditioning and/or overhauling of your unit arising either from normal wear and tear or through our technician's recommendations shall be treated separately.</p>		
<p>Minor repairs are jobs that require less than an hour to complete and do not require special tooling. Any repair that requires more than one hour to complete shall be considered additional and shall be billed separately. Customer's conforme is necessary before the repair is performed.</p>		

<p><b>IV. PREVENTIVE MAINTENANCE SERVICES (PMS)</b> – to be performed every five hundred (500) hours interval or once a year whichever comes first and shall include the following (PARTS &amp; LABOR):</p> <ul style="list-style-type: none"> <li>• Change engine oil</li> <li>• Change Oil filter</li> <li>• Replace fuel filter</li> <li>• Change Air Filter</li> <li>• Water Sep. Element</li> <li>• Grease Cartridge</li> <li>• SOSBTL-Comp</li> <li>• Check batteries and electrolyte</li> <li>• Lubricate grease fittings</li> </ul> <p><b>Note:</b> Parts includes engine oil, oil &amp; filters, grease, SOS kit and consumables. All parts are subject for confirmation actual to unit.</p>	
<p><b>V. SCHEDULE OIL SAMPLING (SOS)-</b> Technicians shall get oil samples every visit (TA-I, TA-II or PMS). This way, the engine's internal condition can be determined without disassembly. The oil sample shall be analyzed by using the following tests:</p> <ol style="list-style-type: none"> <li>1. Complete Testing (SOS-COMP)</li> <li>2. Wear Metals, Total Base Number for Engine samples/Total Acid Number for non-engine, Viscosity (either V40 or V100), Flash Point (Open Cup), Water by distillation, Soot, Sulfur Content, Oxidation, Nitration, Glycol for Engine oil.</li> <li>3. Contractor shall submit a technical Report Summary based on the TA-I or TA-II inspections, SOS Analysis stating its findings, analysis and recommendations within seven (7) days after each inspection.</li> </ol>	
<p><b>VI. EMERGENCY CALLS-</b></p> <p>In the event that PAGCOR needs the Contractor to perform emergency analysis/diagnostics of its generator sets, Contractor shall dispatch technician/s within Five (5) hours from the time the problem was reported. Emergency call scopes of work are as follows:</p> <ol style="list-style-type: none"> <li>1. Problem identification</li> <li>2. Troubleshooting</li> <li>3. Minor Adjustments</li> <li>4. Recommendation/minor repair</li> </ol> <ul style="list-style-type: none"> <li>• Free of charge one (1) emergency call for each unit for the entire duration of the contract.</li> </ul>	
<p><b>Additional requirements for submittal:</b></p>	
<p>1. The contractor/service provider shall have engaged in business for the last five (5) years. Attach list of customers/projects on-going and completed for the last three (3) years.</p>	
<p>2. The contractor/service provider must be listed with certification as authorized distributor or dealer for sales, parts and services for existing engines and generator sets.</p>	

3. Certification that their (contractor) technicians who will perform the servicing is certified by the existing generator manufacturer.																																					
4. Certificate of site inspection signed by the end user.																																					
<b>FREQUENCY</b>																																					
1. Inspection of one (1) Generator Set: a. Technical Analysis I & SOS per month b. Technical Analysis II & SOS annual																																					
<b>ACTIVITY CHART:</b>																																					
<table border="1"> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td> </tr> <tr> <td>M1</td><td>M2</td><td>M3</td><td>M4</td><td>M5</td><td>M6</td><td>M7</td><td>M8</td><td>M9</td><td>M10</td><td>M11</td><td>M12</td> </tr> <tr> <td>TA I /PMS</td><td>TA I</td><td>TA I</td><td>TA I</td><td>TA I</td><td>TA I</td><td>TA I / TA II</td><td>TA I</td><td>TA I</td><td>TA I</td><td>TA I</td><td>TA I</td> </tr> </table>	1	2	3	4	5	6	7	8	9	10	11	12	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	TA I /PMS	TA I	TA I	TA I	TA I	TA I	TA I / TA II	TA I	TA I	TA I	TA I	TA I	
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**FINANCIAL QUOTATION:**

<b>Procurement of Three (3) Years Preventive Maintenance Services of Generator Set of CF-Iloilo</b>																											
No.	Scope of Work	No. of Services	Unit Cost VAT Exclusive, Zero-Rated Transaction	Total Cost VAT Exclusive, Zero-Rated Transaction																							
1.	Technical Analysis I	36																									
2.	Technical Analysis II	3																									
3.	Annual Preventive Maintenance (Labor)	3																									
4.	Parts for Preventive Maintenance for Three (3) Years																										
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<b>Grand Total amount in Figures for Three (3) Years, VAT Exclusive, Zero-Rated Transaction</b>			<b>PhP _____</b>																								
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**NOTES:**

1. The quotations (unit and total prices) shall be rounded off up to two (2) decimal places.
2. Quotations must be gross of all applicable taxes and VAT-exclusive, zero-rated transactions.

**VALIDITY OF OFFER:** Ninety (90) calendar days from the date of opening of quotations

**PAYMENT SCHEDULE:** Payment shall be made upon issuance of the Certificate of Acceptance.

**Additional requirements for submittal:**

1. The contractor/service provider shall have engaged in business for the last five (5) years. Attach list of customers/projects on-going and completed for the last three (3) years.
2. The contractor/service provider must be listed with certification as authorized distributor or dealer for sales, parts and services for existing engines and generator sets.
3. Certification that their (contractor) technicians who will perform the servicing are certified by the existing generator manufacturer.
4. Certificate of site inspection signed by the end user

**Additional Requirements:**

Bidders have the option to submit the following documents, together with the quotation, on the deadline for the Submission and Receipt of Quotations/Proposal or at the latest within three (3) calendar days from the determination of the bidder having the Lowest / Single Calculated Quotation and receipt of the BAC notice relative thereto:

1. BIR Certificate of Registration for individuals (***If applicable***);

**OR;**

- a. Registration Certificate from the Department of Trade and Industry (DTI) for sole proprietors, Registration Certificate from the Securities and Exchange Commission (SEC) for corporations, partnerships or joint ventures or Registration Certificate from the Cooperative Development Authority (CDA), and
  - b. Valid Mayor's Permit issued by the city or municipality where the principal place of business of the bidder is located or Official Receipt as proof of payment for renewal.
2. Philippine Government Electronic Procurement System (PhilGEPS) Platinum Certificate of Registration and Membership; **OR;**  
PhilGEPS Registration Number: \_\_\_\_\_;
  3. Omnibus Sworn Statement using the form prescribed in Annex A hereof for projects with an ABC amounting to more than Fifty Thousand Pesos (PhP50,000.00).

The Omnibus Sworn Statement shall be supported by an attached document showing proof of authorization, e.g., duly notarized Secretary's Certificate issued by the corporation or the

members of the joint venture or a Special Power of Attorney (SPA) in case of sole proprietorships for situations where the signatory is not the sole proprietor/owner.

4. Latest Income or Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (EFPS) for projects with an ABC amounting to more than Five Hundred Thousand Pesos (PhP500,000.00).

In accordance with Executive Order (E.O.) No. 398, Revenue Regulation (R.R.) No. 03-2005 and Revenue Memorandum Circular (RMC) 16 – 2005, the above-mentioned tax returns shall refer to the following:

- a) Latest Income Tax Return (ITR) shall be the ITR for the preceding year, whether calendar or fiscal, OR;
- b) Latest Business Tax Returns shall refer to the Value Added Tax (VAT) or Percentage Tax filed and paid covering the previous six (6) months before the date of Submission, Receipt, Opening & Preliminary Examination of Quotations.

**NOTES:**

1. Bidders shall submit their quotations through their duly authorized representatives using this form only. This form must be completed without any alterations to their format and no substitute form shall be accepted. All parameters shall be filled in with the correct and accurate information as required.
2. Quotation(s)/Proposal(s) submitted exceeding the Approved Budget for the Contract shall be rejected.
3. The prices quoted are to be paid in Philippine Currency.
4. All prices quoted are **INCLUSIVE** of all applicable duties, government permits, fees, and other charges relative to the acquisition and delivery of items to PAGCOR, but **VAT-Exclusive, Zero-Rated Transaction**.
5. For the purpose of standardization of quotations/proposals, this RFQ Form will prevail over all kinds and forms of quotation. In case of price discrepancy over the amounts in words and in figures, the amount in words will prevail.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
7. PAGCOR shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
8. Award of contract shall be made in favor of the supplier or contractor having the Single or Lowest Calculated Responsive Quotation (for goods and infrastructure projects) or a consultant with the Single or Highest Rated Responsive Proposal, which complies with the minimum technical specifications and other terms and conditions stated herein.
9. The supplier/contractor/consultant agrees to pay a penalty of one-tenth of one percent (1/10 of 1%) of the corresponding contract price for each day of delay, including non-working days (i.e. Saturday and Sunday), legal holidays or special non-working holidays. PAGCOR shall rescind

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 open to it.

10. For projects with an ABC amounting to more than Five Hundred Thousand Pesos (PhP500,000.00), the winning supplier/contractor/consultant shall be required to post a performance security prior to the signing of the contract to guarantee the faithful performance of the winning supplier/contractor/consultant, in accordance with any of the following schedule:

Form of Security	Amount in Percentage of Total Contract Price
Cash or cashier's/manager's check issued by a Universal or Commercial Bank; Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; or	Five Percent (5%)
Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorize to issue such security specific for the contract awarded.	Thirty Percent (30%)

The Performance Security shall remain valid for the entire contract duration and shall be release only after the issuance by the Philippine Amusement and Gaming Corporation (PAGCOR) of the final Certificate of Acceptance (issuance of the IAR); Provided that PAGCOR has no claims filed against the contract awardee or the surety or insurance company.

11. Other terms and conditions are stipulated in the attached Annex A of the Purchase Order.

**BIDDER'S COMMITMENT:**

We hereby agree and bind ourselves to the terms and conditions herein specified, to the manner of procurement and evaluation set up by the BAC, to the provisions of the attached Annex A (Terms and Conditions) of the Purchase Order/Service Contract and to the rules and regulations of the Government and PAGCOR.

Very truly yours,

\_\_\_\_\_  
Signature over Printed Name

Date: \_\_\_\_\_

TIN: \_\_\_\_\_

Position: \_\_\_\_\_

\_\_\_\_\_  
Company Represented:

TIN: \_\_\_\_\_

Address / Tel. No. / Fax No.  
\_\_\_\_\_  
\_\_\_\_\_