

PROJECT : PREVENTIVE MAINTENANCE OF 2500 COOPER POWER TRANSFORMER, MAIN/TIE BREAKER (4000 AMPERES) AND AUTOMATIC TRANSFER SWITCH (ATS) PER SCOPE OF SERVICES
LOCATION : DBP HEAD OFFICE BUILDING, SEN GILJ. PUYAT AVE., CORNER MAKATI AVE., MAKATI CITY, PHILIPPINES
SUBJECT : SCOPE OF SERVICES

The project shall cover the preventive maintenance of 2500 Cooper Power Transformer, Main/Tie Breaker (4000 Amperes) and Automatic Transfer Switch (ATS).

MODE OF PROCUREMENT: SMALL VALUE PROCUREMENT

I. APPROVED BUDGET FOR THE CONTRACT: ₱ 180,000.00 (Inclusive of all Applicable Taxes)

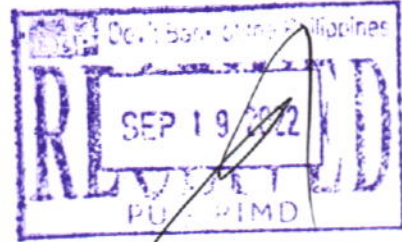
II. SCOPE OF WORK

- A. Mobilization and Site coordination
- B. Isolation of incoming power lines, disconnect switches and grounding oh high voltage lines prior to servicing and testing
- C. Ocular inspection and evaluation of existing/present system
- D. TWO (2) UNITS 2500KVA COOPER PAD MOUNTED TRANSFORMERS, 3-PHASE, 400V, 60HZ

- 1. Supply of tools, special equipment, consumable materials, labor and technical expertise necessary to complete the project.
- 2. Perform the following test :
 - a. Insulation Resistance Test (Megger Test)
 - b. Insulation power factor test
 - c. Transformer turn ratio test (TTR)
 - d. Polarization Index calculation
 - e. Dielectric oil test
 - f. Oil leak test (visual test)
 - g. Winding Resistance Test
 - h. Excitation current test
 - i. Tightening of volts and line hardware
 - j. Re-connection of primary, secondary and ground cables
 - k. Dissolved gas analysis
- 3. Clean and clear work site upon completion.
- 4. Assist on energizing facilities to normal operation
- 5. Submission of test results and recommendation.

E. TWO (2) UNITS 4000 AMPERES MAIN BREAKERS AND ONE (1) UNIT 4000 AMPERES TIE BREAKER AND ONE (1) UNIT AUTOMATIC TRANSFER SWITCH (ATS)

- 1. Supply of tools, special equipment, consumable materials, labor and technical expertise necessary to complete the project.
- 2. Perform the following test :
 - a. Insulation resistance test (Megger Test)
 - b. Contact resistance test
 - c. Operational /mechanical test
 - d. Re-tightening of volts and cleaning of contact points.
- 3. Perform the following test on the first private pole and its accessories



- a. Continuity test for power fuse
 - b. Operational/mechanical test
 - c. Re-tightening of bolts and cleaning of contact points
4. Supplier/Service firm to coordinate with MERALCO for the shut-down of power and the switching-on of the same after the servicing (if necessary). Charges of MERALCO for the purpose shall be on the account of the supplier/contractor.

III. COMPLETION DATE/TIME: ONE (1) DAY (MUST BE ON A WEEKEND OR HOLIDAYS)

1. The Supplier shall complete all works within one (1) day reckoned within the date/schedule provided by authorized DBP representative from 8:00 AM to 5:00 PM.
2. Point of Delivery: DBP Head Office Building Sen. Gil J. Puyat Avenue corner Makati Avenue, Makati City

IV. WARRANTY

Warranty on workmanship for the period of three (3) months on the above scope of work.

V. Mode of Payment:

- a) Payment shall be processed after completion of service and subject to complete documents for payment i.e. (Billing Statement/Statement of Account, Certificate of Completion/Acceptance.)
- b) The contractor shall issue a certification upon completion of the preventive maintenance activity, the Power Transformer, Main Breakers, and Automatic Transfer Switches are in good running condition.
- c) RMU personnel's to prepare a post report to validate and check if the preventive maintenance activity done by the contractor was in accordance with the scope of works.
- d) No down payment or partial payment.

VI. OTHER WORKS AND REQUIREMENTS/CONDITIONS

1. Neither the final certificate nor the final payment, nor any provision of the contract document shall relieve the supplier of the responsibility for faulty materials and workmanship.
2. If the supplier refuses or fails to complete the project within the specified time plus any time extension duly granted, the supplier shall pay DBP, by way of liquidated damages, the amount equivalent to one tenth of one percent of the unperformed portion of the services for each day of delay until the project is completed and accepted or taken over by the DBP as stated in the Revised IRR Annex E of RA 9184.
3. Documentary Requirements:
Interested Supplier/s must submit the following:
 - a. Proposal/Quotation
 - b. 2022 Mayor's/Business Permit
 - c. Omnibus Sworn Statement; and
 - d. Proof of PHILGEPS Registration



Prepared By:

Signed

ENGR. MARK CHRISTIAN C. SEGURITAN
ASO V, RMU-CFMD

Recommended By:

Signed

MGR. NOEL E. ALIMUIN
Head, RMU-CFMD

Approved By:

Signed

AVP JOSE C. DELA FUENTE
Acting Head, CFMD Per Office Order
No. 276 dated 27 June 2022