



## **REQUEST FOR QUOTATION**

### **Preventive Maintenance of Three (3) Generator Sets – As One (1) Lot**

Procuring Entity : DBP Head Office  
Solicitation Number : P-OH~PFMG-24-00369  
Date of Posting/Canvass : 08/09/2024  
Deadline of Submission : 08/15/2024 (04:00 PM)  
Approved Budget for the Contract (ABC) : ₱570,000.00

**Kindly refer to the attached Terms of Reference for details and other conditions.**

**Please be guided by the following:**

1. All entries in the proposal/quotation must be typewritten.
2. Price quotation must be based on the Terms of Reference (TOR) / Scope of Work/Services (SOW) / Technical Specifications (TS), as applicable and must be duly signed by the vendor's representative.
3. Price quotation (Unit Cost) must be inclusive of VAT and other applicable taxes/charges.
4. The open price quotation must include the documentary requirements (see below) and must be submitted through the email address below or to the Procurement Unit-PIMD, DBP Head Office, Sen. Gil Puyat Ave., cor. Makati Ave., Makati City.
5. No down-payment or advanced payment.
6. Price quotation with incomplete documentary requirement shall not be considered for evaluation.

**Documentary Requirements:**

- Please refer to the attached Terms of Reference (TOR) for details and other conditions.

**REQUIREMENTS PRIOR TO THE SUBMISSION OF PROPOSAL:**

- Interested supplier, in coordination with Engr. Kim Santos, must conduct an ocular inspection/actual assessment prior to the submission of Proposal/Quotation
- Contact No. 0998-992-0173

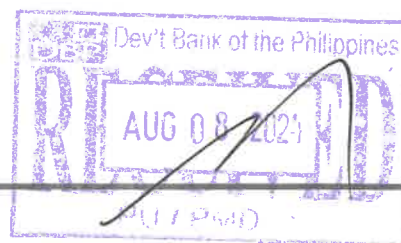
For submission of proposal and any inquiry, you may contact the following personnel:

**EDWARD M. RAZON / [pimd-pu-capexteam@dbp.ph](mailto:pimd-pu-capexteam@dbp.ph) / 8818-9511 local 2603 / 0917-859-2388**

*Putting your name and signature below signifies that you have read and understood the Development Bank of the Philippines' Data Privacy Notice (via <https://www.dbp.ph/dbp-data-privacy-notice/>) and expressly consent to the processing of your personal and/or sensitive personal information in the manner and for the purpose provided in said Notice. You understand and accept that this will include access to personal data and records submitted, which may be regarded as personal and/or sensitive personal data as provided under the Data Privacy Act of 2012.*

**Name of Company/Supplier:** \_\_\_\_\_

**Authorized Signatory:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*Signature over Printed Name*



## TERMS OF REFERENCE

### MODE OF PROCUREMENT: SMALL VALUE PROCUREMENT

#### PREVENTIVE MAINTENANCE OF THREE (3) GENERATOR SETS AS ONE (1) LOT

The project shall cover the preventive maintenance services of three (3) generators sets at DBP Baguio Building and DBP Training Complex.

- I. **APPROVED BUDGET FOR THE CONTRACT (ABC):**  
**FIVE HUNDRED SEVENTY THOUSAND PESOS (P570,000.00)**  
INCLUSIVE OF VAT /APPLICABLE TAXES AND OTHER CHARGES.

#### II. TECHNICAL SPECIFICATIONS/SCOPE OF SERVICES

##### SCOPE OF SERVICES

The winning supplier shall provide the maintenance services to each of the following generator set:

Generator Type	Location
644kVA Cummins Standby Diesel Generator	DBP Baguio Building, Lower Session Road, Baguio City
250kVA FG Wilson Standby Diesel Generator	DBP Training Complex, Gibraltar, Baguio City
75kVA Fil-Gen Standby Diesel Generator	DBP Training Complex, Gibraltar, Baguio City

##### 1. Replacement of the following items:

Description	644kVA Cummins Standby Diesel Generator	250kVA FG Wilson Standby Diesel Generator	75kVA Fil-Gen Standby Diesel Generator
a. Fuel Filters	2 pieces	1 piece	1 piece
b. Oil Filters	2 pieces	1 piece	1 piece
c. Water Filters	1 piece	1 piece	1 piece
d. By-Pass Oil Filter	1 piece	N/A	N/A

Conformed by:

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

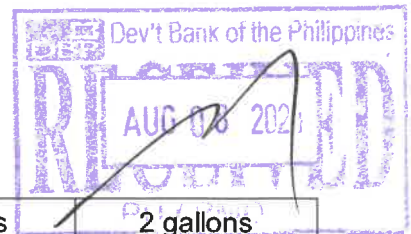
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Preventive Maintenance of Three (3) Generator Sets as One (1) Lot



e. Engine Oil (SAE#40)	2 gallons	2 gallons	2 gallons
f. Engine Coolant	40 liters	40 liters	40 liters
g. Air Filter – replacement of air filters	1 piece	1 piece	1 piece
h. Battery Quantity and Type (with PS (Philippine Standards) and/or ICC (Import Commodity Clearance) Sticker	2 pieces (type:4D N150L)	2 pieces (type: SN150)	2 pieces (type: 3SN)

**2. Functional Inspection and Retightening of the following parts**

- Air intake piping
- Pre cleaner
- Tanks and reservoir
- Crankcase breather tube
- Drive belts
- Cooling fans
- Charge air cooler
- Engine steam
- Radiator hoses
- Air compressor discharge lines
- Engine mounts
- Crankshaft clearance
- Fan drive idler pivot arm assembly
- Pressure-Time Pump
- Solenoid
- Magnetic switch
- Alternator

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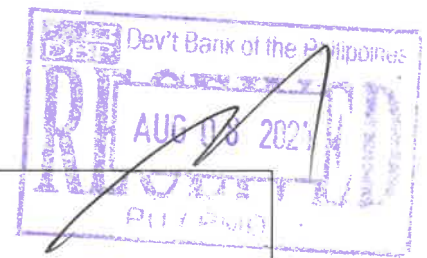
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**\*TERMS OF REFERENCE**

Preventive Maintenance of Three (3) Generator Sets as One (1) Lot



- Battery terminals lugs
- Oil pan
- Drain plug
- Below the dip stick
- Inlet of injection pump

3. Draining and cleaning of fuel tank.
4. Refill the fuel tank of each generator sets with 200L (1 drum) of diesel fuel for a total of 600L (3 drums). Drums are to be provided by DBP.
5. Pressure washing of radiator and radiator pump.

**III. CONDITIONS OF THE CONTRACT:**

1. Supplier shall designate or employ a full-time project coordinator that will supervise on-site works and activities.
2. The Supplier shall be responsible for the safety of its personnel at all times.
3. The Supplier shall answer for any damage to or loss of the DBP's properties, or to those for which the DBP is responsible which may be sustained through the fault of the Supplier's personnel.

In which case, the Supplier has the option of either paying the cost of the damage of loss in repairing, reinstating, or replacing the item/s lost or damaged. In this connection, the persons whom the Supplier may assign to perform the services shall submit themselves to search by the security staff of the DBP before entering the premises of the delivery site.

**4. Completion Period**

The Supplier must complete all works for all three (3) generator sets within THIRTY (30) CALENDAR DAYS after the receipt of Notice to Proceed.

**5. Repairs/Replacements**

Parts/assemblies that were inspected and are subject for repair/replacement must be reported in a summary report relative to Item V-1. The winning supplier shall submit quotation for said item/s and shall be submitted seven (7) calendar days from the submission of the summary report.

**IV. WARRANTY AND RETENTION**

1. At least one (1) year warranty on all parts (including filters and batteries) and services.

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2. The Supplier warrants that the Goods supplied under the Contract are new, unused and free from defects.
3. The obligation of the warranty shall be covered by a retention money or submission of a special bank guarantee equivalent to 3% of the total contract price. The retention money shall only be released three (3) months after completion of delivery while the remaining warranty period shall be covered by a paper warranty. Provided, however, that the items delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.
4. DBP shall promptly notify the Supplier in writing of any claims arising under this warranty (Notice of Defect). Upon receipt of such notice, the Supplier shall, within the period of ten (10) calendar days and with all reasonable speed, repair or replace the defective item or parts thereof, without cost to the Bank.

**V. TESTING/ACCEPTANCE**

1. Upon completion of the items II. 1-5 stated in the Scope of Services, the Supplier shall submit a summary report to the DBP Baguio Building and DBP Training Complex personnel. Said report shall be one of the basis that all three (3) generators are in good running conditions and must contain the following information:
  - Previous condition of the equipment
  - Action taken relative to the scope of works
  - Present condition
2. All replaced items shall be presented and reported to the DBP Baguio Building and DBP Training Complex admin personnel.
3. All replaced items and used consumables stated below, shall be collected by the Supplier for disposal compliant to DENR policies regarding hazardous wastes.
  - Replaced filters
  - Used engine oil container
  - Use engine coolant container
  - Replaced battery
4. The Supplier shall conduct a test run of the three (3) generator sets for fifteen (15) minutes in the presence of the DBP Baguio Building/Training Complex personnel prior to the issuance of Certificate of Completion and Acceptance.

Conformed by:

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

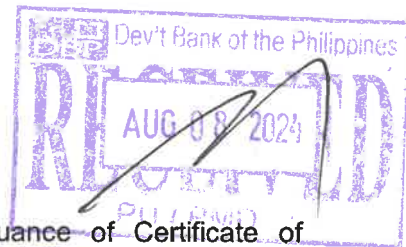
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**VI. PAYMENT TERMS**

1. Payment by DBP shall be processed after the issuance of Certificate of Completion/Acceptance and subject to complete documents for payment (e.g. Billing Statement/Statement of Account, as applicable).
2. For every day of delay, 1/10 of 1% (0.001) of the price of undelivered portion shall be deducted from the payment in case the Supplier fails to perform the preventive maintenance on time. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the PO, the DBP may rescind or terminate the contract without prejudice to other courses of action and remedies open to it.

**VII. REQUIREMENTS PRIOR TO SUBMISSION OF PROPOSAL:**

Interested supplier/s must conduct an ocular inspection prior to submission of Proposal/Quotation (Contact Person of BPMU Engr. Kim Santos, Mobile and Viber Number: 0998-992-20173)

**VIII. DOCUMENTARY REQUIREMENTS FOR INTERESTED/PROSPECTIVE SUPPLIERS:**

1. The Supplier's office must be within the Cordillera Autonomous Region, in order to shorten the length of time needed to respond for assistance for unexpected breakdowns or as need arises.
2. Proposal/Quotation (date must be on or after the conduct of site inspection)
3. PhilGEPS registration number
4. 2024 Mayors/Business permit
5. Omnibus Sworn Statement
6. Secretary Certificate (for suppliers under partnership/corporation)
7. Signed Request for Quotation (RFQ)
8. Certificate of Site Inspection to be issued by DBP
9. Latest Income/Business Tax Return
10. Brochure/Data Sheet of the battery being offered.

Recommended by:

**SIGNED**

**SM MARIO A. TORREFRANCA**

Head, Bank-owned Property Management Unit

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Approved by:

**SIGNED**

**SVP LUTGARD C. BAQUIRAN-PERALTA**

Head, Procurement and Facilities Management Group

Conformed by:

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

Signature over

Printed Name: \_\_\_\_\_

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