



REQUEST FOR QUOTATION

Date: February 22, 2021
RFQ No. 2021-54

(Company Name & Address)

Sir/Madam:

The **Philippine International Convention Center**, through its Bids and Awards Committee, intends to procure **PREVENTIVE MAINTENANCE SERVICE OF VARIOUS SUBSTATION EQUIPMENT**, with an **Approved Budget for Contract (ABC) of Two Hundred Eleven Thousand Seven Hundred Fifty Pesos (₱ 211,750.00), VAT Inclusive**, which will be undertaken in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the service/s described herein, subject to the Terms of Reference provided for this RFQ. Submit your quotation/offer duly signed by you or your duly authorized representative not later than **2:00 p.m. of March 3, 2021**. A copy of the following are required to be submitted along with your quotation/offer:

- a. **2021 Mayor's/Business Permit;**
- b. **BIR Registration Certificate;**
- c. **PhilGEPS Registration Number;**
- d. **Copy of the Terms of Reference duly signed on all pages;**
- e. **Copy of at least one (1) completed contract/purchase order for the PMS of various substation equipment; and**
- f. **Omnibus Sworn Statement. (To be submitted by the lowest complying and responsive offeror prior to issuance of Notice of Award to the winning bidder/supplier);**

Open quotations may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarifications, you may contact **Ms. Cathy D. Esteban** at telephone no. **(02) 8789-4761** or email address at cdesteban@picc.gov.ph.


KRISTINE ANGELICA E. AGUJO
OIC, Procurement Unit/BAC

TERMS OF REFERENCE

I. PROJECT TITLE:

Preventive Maintenance Service of Various Substation Equipment

II. APPROVED BUDGET FOR CONTRACT (ABC):

Two Hundred Eleven Thousand Seven Hundred Fifty Pesos (₱ 211,750.00),
VAT Inclusive

III. SCOPE OF WORKS:

Supply of labor, tools, materials and testing equipment for the annual preventive maintenance of substation equipment and various distribution transformers and panelboards to include, but not limited to, the following scope of work:

1. High Voltage Switchgear Section (2 units Load Break Switch)
 - 1.1 Clean enclosures, Load Break Switch, power fuse and lightning arresters.
 - 1.2 Check and clean contact for any sign of carbonation.
 - 1.3 Test LBS with regards to opening and closing.
 - 1.4 Conduct the following testing:
 - a. High Potential testing on LBS and lightning arresters.
 - b. Contact resistance and insulation test
 - 1.5 Retighten all bolted connections.
2. Power Transformer Section (2 x 4 MVA and 2 x 1.5 MVA Oil Immersed Transformers)
 - 2.1 Clean enclosure, transformer tank, primary and secondary bushing and accessories.
 - 2.2 Check the oil level.
 - 2.3 Disconnect primary and secondary terminal connections prior to testing.
 - 2.4 Conduct the following testing:
 - 2.5 Insulation Resistance and Polarization Index Test.
 - 2.6 Transformer Turns Ratio Test.
 - 2.7 Winding Resistance Test.
 - 2.8 Die-electric Breakdown Voltage Test of Insulating Oil.
 - 2.9 Die-electric Absorption Test.
 - 2.10 Reconnect the disconnected primary and secondary connections.
3. Low Voltage Switchgear Section (Double-ended Switchgears, Automatic Transfer Switch, Capacitor Banks, Motor Control Center)
 - 3.1 Clean all enclosures, circuit breakers, bus bars, capacitors, magnetic contactor, cables, etc...

- 3.2 Check and clean contacts for any sign of carbonation.
 - 3.3 Test all air circuit breakers with regards to opening and closing.
 - 3.4 Conduct insulation and contact resistance testing.
 - 3.5 Test the capacitors.
 - 3.6 Retighten all bolted connections.
4. Various Distribution Transformers and Panelboards at the Main Complex
 - 4.1 Clean all enclosure, dry type transformers, primary and secondary bushing and accessories.
 - 4.2 Disconnect primary and secondary terminal connections prior to testing.
 - 4.3 Conduct the following testing:
 - a. Insulation Resistance and Polarization Index Test.
 - b. Transformer Turns Ratio Test.
 - c. Winding Resistance Test.
 - 4.4 Reconnect the disconnected primary and secondary connections.
 5. Energization

IV. SCHEDULE OF REQUIREMENT:

Works should be completed within thirty (30) working days upon receipt of Notice to Proceed. Schedule of work including power shutdown shall be properly coordinated with the Assistant Director of Electrical, Electronics and Communication Services Division.

V. PERFORMANCE BOND:

Within ten (10) calendar days from receipt of the Notice of Award, but in no case later than the signing of the contract by both parties, the successful bidder shall furnish the performance security in any of the following forms:

- a. Cash or Cashier's check/Manager's check or Bank draft/guarantee issued by a Universal or Commercial Bank, which is equivalent to five percent (5%) of the contract price.
- b. Surety bond, callable upon demand, which is equivalent to thirty percent (30%) of the contract price issued by a surety or insurance company duly certified by the Office of the Insurance Commission as authorized to issue such security.

VI. TERMS OF PAYMENT:

Full payment shall be made upon completion.

VII. WARRANTY:

The Contractor shall provide sixty (60) days warranty for the workmanship from the date of completion.

VIII. SPECIAL CONDITIONS OF THE CONTRACT:

1. The Contractor must submit the names and designations of its personnel that will be assigned to PICC prior to maintenance work.



2. The Contractor personnel and its representatives when inside PICC premises shall comply with and submit themselves to PICC policies, rules and regulation concerning safety and security.
3. The Contractors' personnel should wear its company uniform at all times when working inside the PICC premises.
4. The Contractor agrees that the time of work shall be on the time and day where no office or event in PICC. It should be scheduled on a weekend and/or in the evening or in the most convenient time in favor of PICC.
5. The Contractor shall provide, at his own expense, all necessary cleaning materials, tools, and testing equipment to be used in connection with the services under the Scope of Works.
6. Any works that may affect the operation and security measures of PICC shall be coordinated properly and shall be done in accordance with the PICC approved schedule.
7. Any parts of the equipment involved and other properties of PICC that may be damaged due to negligence and or poor workmanship of the Contractor shall be replaced or restored to its original condition.
8. The Contractor should free the PICC and its personnel from and against all liabilities arising from injuries or liabilities to persons or damage to property occasioned by any act or omission by the Contractor.
9. The Contractor shall provide the PICC-Electrical Services Division with the test data, recommendations and other observations on all equipment to be served.
10. The entire work throughout shall be executed with the supervision of licensed Electrical Engineer.
11. The Contractor shall submit the test results, recommendations and other observations of all equipment that was tested and maintained.

IX. QUALIFICATION OF THE CONTRACTOR:

The Contractor must be in the business of supply and installation of power transformer, low and medium voltage switchgear and other substation equipment for not less than five (5) years.

X. GENERAL CONDITIONS OF THE CONTRACT:

1. All prices quoted herein are valid, binding and effective for One Hundred Twenty (120) calendar days from date of quotation.



2. The Contractor shall be responsible for the source(s) of his services/equipment shall make deliveries in accordance with schedule, quality and specifications. Failure by the AWARDEE to comply with the same shall be ground for cancellation of the award.
3. The Contractor shall pick up RS and NTP issued in his favor within three (3) days after receipt of notice to that effect. A telephone call, fax transmission or email shall constitute an official notice to the AWARDEE. Thereafter, if the RS remain unclaimed, the said RS shall be sent by messengerial service to the AWARDEE at the latter's expense. To avoid delay in the service of the requesting agency's requirement, all DEFAULTING AWARDEES shall be precluded from proposing or submitting a substitute sample.
4. Subject to the provisions of the preceding paragraph, where AWARDEE has accepted a NTP but fails to deliver the services within the time called for in the same order, he shall be extended a maximum of fifteen (15) calendar days under liquidated damages to make good his services. Thereafter if AWARDEE has not completed delivery of services within the extended period, the subject RS & NTP shall be cancelled and the award for the undelivered balance withdrawn from that AWARDEE. The PICC-BAC shall then purchase the required services from such other source(s) as it may determine, with the difference in price to be charged against the DEFAULTING AWARDEE. Refusal by the DEFAULTING AWARDEE to shoulder the price difference shall be ground for his disqualification from future bids of the same or all items, without prejudice to the imposition of other sanctions as prescribed under RA 9184 and its IRR-A.
5. All services by the contractor shall be subject to inspection and acceptance by the PICC.
6. A penalty of one tenth (1/10) of one percent (1%) of the total value of services/works shall be deducted for each day of delay including Sundays and holidays in the delivery of the services.
7. All transactions are subject to withholding of creditable Value Added Tax (VAT) per Revenue Regulation No. 10-93.



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**TO: PHILIPPINE INTERNATIONAL CONVENTION CENTER
ROXAS BLVD., 1307 PASAY CITY**

Sir/Madam:

After having carefully read and accepted the Terms of Reference, I/we submit our documentary requirements and quotation/offer as follows:

DESCRIPTION	AMOUNT
Preventive Maintenance Service of Various Substation Equipment	₱ _____ VAT Inclusive

We undertake, if our quotation is accepted, to deliver the services in accordance with the delivery schedule specified in the Schedule of Requirements.

We acknowledge that PICC reserves the right to accept or reject any and all others, annul the procurement process, and refuse to make an award, without thereby incurring any liability to the affected offerors.

Signature over Printed Name

Position/Designation

Name of Company: _____

Address: _____

Office Telephone No./s: _____ Fax No: _____

Email Address/es: _____ Mobile No.: _____