



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

REQUEST FOR QUOTATION

The Department of Budget and Management (DBM), through its Administrative Service (AS), will undertake a Small Value Procurement for the "Preventive Maintenance, Repair and Replacement of Defective Parts for Generator Set at DBM Building 1 & 3" in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

- Name of Project** : "Preventive Maintenance, Repair and Replacement of Defective Parts for Generator Set at DBM Building 1 & 3"
- Approved Budget for** : "One Hundred Forty Thousand Pesos" (Php 140,000)
- Specifications** : See the attached Annex "A" for specifications
- Location** : G/F DBM Building III, Gen. Solano St., San Miguel, Manila
- Delivery Term** : Within Thirty (30) calendar days from receipt of the Notice to Proceed

Interested suppliers are required to submit their valid and current Mayor's Permit, 2016 Income/Business Tax Return, PhilGEPS Registration Number, Omnibus Sworn Statement, and price quotation form (Annex "A") during submission of offer/quotation.

Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form.

Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the bidder or his/her duly authorized representative/s.

Submission of quotation and eligibility documents is on or before 3:00 p.m. of **March 02, 2018** at the Administrative Service, Ground Floor, DBM Bldg. III, Gen. Solano St., San Miguel, Manila. Open submission may be submitted, manually or through facsimile at fax no. 735-1957.

For inquiry, you may contact us at tel. nos. 657-3300 local 3115 / 3117.

Very truly yours,

RYAN S. LITA

Director IV, Administrative Service *ML*

PRICE QUOTATION FORM

Date: _____

The Administrative Service
 Department of Budget and Management
 Ground Floor, DBM Bldg. III, Gen. Solano Street,
 San Miguel, Manila

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Description	Specification	Quantity	Unit Price	Total Price
Preventive Maintenance, Repair and Replacement of Defective Parts for Generator Set at DBM Building 1 & 3	<ul style="list-style-type: none"> • Preventive Maintenance, Repair and Replacement of Defective Parts for Generator Set at DBM Building 1 (165kVA) <ul style="list-style-type: none"> ➤ Supply and Replacement of Control Module (5110) ➤ Replacement of Air Filter, Oil Filter and Fuel Filter ➤ Renew Coolant ➤ Fuel Water Separator ➤ Lube Oil ➤ Labor and Mobilization (if needed) ➤ Standard Preventive Maintenance ➤ Cooling System <ul style="list-style-type: none"> – Check coolant level, maintain required level if equipped – Inspect worn out, broken or loose belts. Adjust if necessary – Check or replace hoses if necessary – Check / Inspect radiator fins ➤ Fuel System <ul style="list-style-type: none"> – Check for leaks – Drain water separator (if equipped) – Check fuel tank level – Check primary and secondary fuel filter, clean if necessary – Air induction and Exhaust System – Inspect and clean or replace air filter element – Check air filter indicators for proper operation – Inspect turbo charger for proper operation – Check for leaks and turbine / compressor wheel endplay 			

	<ul style="list-style-type: none"> ➤ Lubricating Oil System <ul style="list-style-type: none"> – Check oil between the Add and Full marks on the depth-stick – Clean crank-base breather if necessary ➤ Starting System <ul style="list-style-type: none"> – Check and inspect starter operation, inspect loose connection – Clean crank-base breather – Clean top batteries – Check electrolyte level – Inspect battery charger operations, record ampere reading ➤ Control Panel <ul style="list-style-type: none"> – Visually Inspect: check wiring components – Check engine protective devices and test proper operation – Check that all switches and breakers – Power Generator – Visually inspect loose connection and burnt wires ➤ Sanitation <ul style="list-style-type: none"> – Clean generator set and its surrounding 			
	<ul style="list-style-type: none"> • Preventive Maintenance, Repair and Replacement of Defective Parts for Generator Set at DBM Building 3 (125kVA) ➤ Supply and Replacement of Control Module (5110) ➤ Replacement of Air Filter, Oil Filter and Fuel Filter ➤ Renew Coolant ➤ Fuel Water Separator ➤ Lube Oil ➤ Labor and Mobilization (if needed) ➤ Standard Preventive Maintenance ➤ Cooling System <ul style="list-style-type: none"> – Check coolant level, maintain required level if equipped – Inspect worn out, broken or loose belts. Adjust if necessary – Check or replace hoses if necessary – Check / Inspect radiator fins ➤ Fuel System <ul style="list-style-type: none"> – Check for leaks – Drain water separator (if equipped) – Check fuel tank level – Check primary and secondary fuel filter, clean if necessary – Air induction and Exhaust System – Inspect and clean or replace air filter 			

	<ul style="list-style-type: none"> element - Check air filter indicators for proper operation - Inspect turbo charger for proper operation - Check for leaks and turbine / compressor wheel endplay ➤ Lubricating Oil System <ul style="list-style-type: none"> - Check oil between the Add and Full marks on the depth-stick - Clean crank-base breather if necessary ➤ Starting System <ul style="list-style-type: none"> - Check and inspect starter operation, inspect loose connection - Clean crank-base breather - Clean top batteries - Check electrolyte level - Inspect battery charger operations, record ampere reading ➤ Control Panel <ul style="list-style-type: none"> - Visually Inspect: check wiring components - Check engine protective devices and test proper operation - Check that all switches and breakers - Power Generator - Visually inspect loose connection and burnt wires ➤ Sanitation <ul style="list-style-type: none"> - Clean generator set and its surrounding 			
* Inclusive of Delivery and Installation				
Total (inclusive of VAT)				

(Amount in Words) _____

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

Name/Signature of Representative

Name of Company

Contact No.

TECHNICAL SPECIFICATIONS

Item	Technical Specifications	STATEMENT OF COMPLIANCE
	<p>Preventive Maintenance, Repair and Replacement of Defective Parts for Generator Set at DBM Building 1 & 3</p>	
	<ul style="list-style-type: none"> • Preventive Maintenance, Repair and Replacement of Defective Parts for Generator Set at DBM Building 1 (165 kVA) <ul style="list-style-type: none"> ➤ Supply and Replacement of Control Module (5110) ➤ Replacement of Air Filter, Oil Filter and Fuel Filter ➤ Renew Coolant ➤ Fuel Water Separator ➤ Lube Oil ➤ Labor and Mobilization (if needed) ➤ Standard Preventive Maintenance ➤ Cooling System <ul style="list-style-type: none"> – Check coolant level, maintain required level if equipped – Inspect worn out, broken or loose belts. Adjust if necessary – Check or replace hoses if necessary – Check / Inspect radiator fins ➤ Fuel System <ul style="list-style-type: none"> – Check for leaks – Drain water separator (if equipped) – Check fuel tank level – Check primary and secondary fuel filter, clean if necessary – Air induction and Exhaust System – Inspect and clean or replace air filter element – Check air filter indicators for proper operation – Inspect turbo charger for proper operation – Check for leaks and turbine / compressor wheel endplay ➤ Lubricating Oil System <ul style="list-style-type: none"> – Check oil between the Add and Full marks on the depth-stick – Clean crank-base breather if necessary ➤ Starting System <ul style="list-style-type: none"> – Check and inspect starter operation, inspect loose connection – Clean crank-base breather – Clean top batteries – Check electrolyte level – Inspect battery charger operations, record ampere reading ➤ Control Panel <ul style="list-style-type: none"> – Visually Inspect: check wiring components – Check engine protective devices and test proper operation – Check that all switches and breakers – Power Generator – Visually inspect loose connection and burnt wires ➤ Sanitation <ul style="list-style-type: none"> – Clean generator set and its surrounding 	
	<ul style="list-style-type: none"> • Preventive Maintenance, Repair and Replacement of Defective Parts for Generator Set at DBM Building 3 (125 	

	<p>kVA)</p> <ul style="list-style-type: none"> ➤ Supply and Replacement of Control Module (5110) ➤ Replacement of Air Filter, Oil Filter and Fuel Filter ➤ Renew Coolant ➤ Fuel Water Separator ➤ Lube Oil ➤ Labor and Mobilization (if needed) ➤ Standard Preventive Maintenance ➤ Cooling System <ul style="list-style-type: none"> - Check coolant level, maintain required level if equipped - Inspect worn out, broken or loose belts. Adjust if necessary - Check or replace hoses if necessary - Check / Inspect radiator fins ➤ Fuel System <ul style="list-style-type: none"> - Check for leaks - Drain water separator (if equipped) - Check fuel tank level - Check primary and secondary fuel filter, clean if necessary - Air induction and Exhaust System - Inspect and clean or replace air filter element - Check air filter indicators for proper operation - Inspect turbo charger for proper operation - Check for leaks and turbine / compressor wheel endplay ➤ Lubricating Oil System <ul style="list-style-type: none"> - Check oil between the Add and Full marks on the depth-stick - Clean crank-base breather if necessary ➤ Starting System <ul style="list-style-type: none"> - Check and inspect starter operation, inspect loose connection - Clean crank-base breather - Clean top batteries - Check electrolyte level - Inspect battery charger operations, record ampere reading ➤ Control Panel <ul style="list-style-type: none"> - Visually Inspect: check wiring components - Check engine protective devices and test proper operation - Check that all switches and breakers - Power Generator - Visually inspect loose connection and burnt wires ➤ Sanitation <ul style="list-style-type: none"> - Clean generator set and its surrounding 	
* Inclusive of Delivery and Installation		

I hereby certify to comply with all the above Technical Specifications.

Name of Company/Bidder

Signature over Printed Name of Representative

Date

SCHEDULE OF REQUIREMENTS

Item	SCHEDULE OF REQUIREMENTS	Quantity	Contract Duration
	The Bidder/Supplier shall provide the following needed for the project:		
A	Preventive Maintenance, Repair and Replacement of Defective Parts for Generator Set at DBM Building 1 (165 kVA)	1 lot	Within Thirty (30) days upon receipt of Notice to Proceed
B	Preventive Maintenance, Repair and Replacement of Defective Parts for Generator Set at DBM Building 3 (125 kVA)	1 lot	

I hereby certify to comply and deliver all the above requirements.

Name of Company/Bidder

Signature over Printed Name of Representative

Date