



Republic of the Philippines  
 Department of Agriculture  
**Philippine Center for Postharvest Development and Mechanization**

Science City of Muñoz, Nueva Ecija, Philippines  
 Telephone Nos. 09328696837 (Sun); 09178130852 (Globe) loc. 141/142/143/144;  
 Email add.: [amp@philmech.gov.ph](mailto:amp@philmech.gov.ph)

**REQUEST FOR QUOTATION**

RFQ No. : 23-02-60  
 PR No. : 23-02-E-46

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than February 13, 2023.

The Philippine Center for Postharvest Development and Mechanization (PHilMech) reserves the right to reject any or all bids/quotations, to refuse to make an award for any item/s due to budget limitation, procurement regulations, or other similar valid causes and to waive any formality not affecting the substance of the bid as the interest of the government may require. It further assumes no responsibility whatsoever to compensate or indemnify suppliers for any expense/s incurred in the preparation of their quotation/s.

Buyer/Canvasser

  
**RAYMUND JOSEPH P. MACARANAS**  
 Authorized Official

ITEM NO.	QTY.	UNIT	ITEM AND DESCRIPTION	UNIT PRICE	TOTAL PRICE
			Per Request		
			Offer/Brand/Model		
1	1	lot	<b>Supply of labor and materials for Preventive Maintenance Service of Three (3) Generator sets</b>  <b>GENSET #1 - 275 KVA DOOSAN (DJG-275)</b> <b>Property No.: 17-PHILMECH-AD-OTE-099</b>  <b>GENSET #2 - 375 KVA CUMMINS(NTA855-G1B)</b> <b>Property No.: 18-PHILMECH-AD-OTE-317</b>  <b>GENSET #3 - 175 KVA DOOSAN(DJG-175-1)</b> <b>Property No.: 18-PHILMECH-AD-OTE-OE-167</b>  <b>Recommended Filters:</b> <b>Oil Filter P/N: 400508-00093 (for DJG-175-1)</b> <b>Oil Filter P/N: 65.05510-5020B (for DJG-275)</b> <b>Fuel Filter P/N: 65.12503.5018A (for DJG-175-1 &amp; DJG-275)</b> <b>Fuel Filter P/N: FS1000 (For NTA 855-G1B)</b> <b>Oil Filter P/N: LF3000 (For NTA 866-G1B)</b> <b>Water Filter P/N: WF2076 (for NTA855-G1B)</b> <b>Service Level- CHECKLIST 1</b>  <b>I. COOLING SYSTEM</b> -Check radiator water level		



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		<ul style="list-style-type: none"> <li>-Check water leaks (if any)</li> <li>-Check all radiator hoses</li> <li>-Replace Water Filter (if needed)</li> </ul> <p>II. CHECK FUEL SYSTEM</p> <ul style="list-style-type: none"> <li>-Check fuel level</li> <li>-Check fuel filters</li> <li>-Replace Fuel filter's (if needed)</li> </ul> <p>III. AIR INDUCTION &amp; EXHAUST SYSTEM</p> <ul style="list-style-type: none"> <li>-Check air cleaner</li> <li>-Check exhaust pipe</li> <li>-Replace air filter (if needed)</li> </ul> <p>IV. LUBE OIL SYSTEM</p> <ul style="list-style-type: none"> <li>-Check oil level</li> <li>-Check oil leaks (if any)</li> <li>-Replace oil filter (if needed)</li> </ul> <p>V. STARTING SYSTEM</p> <ul style="list-style-type: none"> <li>-Check battery cables and connections</li> <li>-Check battery fluid and terminals</li> <li>-Check fan belts</li> <li>-Check alternator belts</li> </ul> <p>VI. CONTROL PANEL</p> <ul style="list-style-type: none"> <li>-Check PBC and module</li> <li>-Check all fuses</li> <li>-Check all electrical connections</li> <li>-Check meters and gauges</li> </ul> <p>VII. SANITATION</p> <ul style="list-style-type: none"> <li>-Check cleanliness</li> </ul> <p>VIII. TEST WITHOUT LOAD (at least 15 minutes)</p> <ul style="list-style-type: none"> <li>-Voltage</li> <li>-Frequency/RPM</li> <li>-Oil pressure</li> <li>-Water temperature</li> <li>-Running hour meter</li> <li>-Battery Voltage</li> </ul> <p>IX. TEST WITH LOAD</p> <ul style="list-style-type: none"> <li>-Voltage</li> <li>-Frequency/RPM</li> <li>-Current</li> <li>-Oil Pressure</li> <li>-Water temperature</li> <li>-Test AVR &amp; exciter</li> </ul> <p>Service Level-CHECKLIST 2</p> <p>I. POWER GENERATOR</p> <ul style="list-style-type: none"> <li>-Check exciter stator windings</li> <li>-Check armature windings</li> <li>-Check main rotor</li> </ul>			
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		<p>-Check main stator          -Check rectifier assembly          -Check AVR and its connection          -Check power cable connections at the main alternator box and circuit breaker panel          -Simulate protective devices          A. Low oil pressure shutdown          B. High water temperature shutdown          C. Over speed shutdown (if any)          D. Over crank shutdown (if any)</p> <p>II. CONTROL PANEL          -Check governor/injection pump (adjust if necessary)          -Check starter motor          -Check battery condition          -Check tightness at the flywheel          -Check turbo charger (if fitted)          -Check engine breather          -Check fuel lines (leaks of pipe)</p> <p><b>Obligations of Service providers</b>          1. Conduct the preventive maintenance, check-up and related minor repairs according to schedule to ensure reliable operation of the Generator Sets during the period coverage.          This PMS includes the supplies/materials needed for replacement of air, fuel, oil and water filters.          2. Provide qualified technicians, supervision, tools and equipment necessary to conduct the regular preventive maintenance check-up and related corrective repairs as attached in the Service Checklist.          3. Undertakes minor adjustments and repairs. Labor at no cost to PHilMech.          4. Contractor shall shoulder the cost during scheduled maintenance check-up: Transport of labor, tools and materials, cleaning agents, rags, scrubs, technical reference, report forms and communication equipment.          4. Submits Service Report to the customer or site representative upon completion of work.          5. In case of major repair, the supplier will submit quotation of materials and spare parts needed, including scope of work to be done (applicable only if the unit is no</p>			
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		<p>longer under warranty) and needed approval of the PHilMech prior to repair.</p> <p>6. Dispatch of the technicians for request of service assistance must be done within 24 hours upon receipt of complaint/report.</p> <p>7. Designate a head office-based personnel who will be responsible in managing and providing administrative support services. 24/7 support thru phone and email, including regular holidays, special holidays and government announced holidays. On-call support services must also be provided in situations that require the presence of personnel, as urgently needed to perform critical activities.</p> <p>8. Ensure the efficiency, safety, reliability and operability of the equipment enrolled in PM. The service provider shall also guarantee that the equipment are in safe working condition upon completion of the scheduled preventive maintenance.</p>			
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Delivery Period unit : \_\_\_\_\_  
 Price validity : \_\_\_\_\_  
 Warranty : \_\_\_\_\_  
 Terms of Payment : \_\_\_\_\_





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## REQUEST FOR QUOTATION

### General Conditions

1. The Approved Budget for the Contract (ABC) is 160,000.00.
2. Specifications herein provided are the minimum requirements of the PHilMech. Hence a supplier must not offer lower specifications than required.
3. Supplemental information shall be indicated/attached in the price quotation to reflect the complete specifications e.g., brand name, model, pictures/brochures of the offer.
4. Quotation must be inclusive of all costs and applicable government taxes, including delivery charges.
5. Award of the contract shall be made to the lowest complying/responsive bid/offer.
6. Price validity shall be forty five (45) calendar days from the deadline of submission of quotation.
7. For those with ABCs above Fifty Thousand Pesos (PhP50,000.00), suppliers shall submit copies of the following documents in support of their quotation, to wit:

- |                                     |   |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | 7.1 Current Mayor's/Business Permit                               |
| <input type="checkbox"/>            | 7.2 DTI/SEC Certificate of Registration                           |
| <input checked="" type="checkbox"/> | 7.3 BIR Certificate of Registration                               |
| <input type="checkbox"/>            | 7.4 PhilGEPS Registration Certificate (Platinum) all pages        |
| <input type="checkbox"/>            | 7.5 Omnibus Sworn Statement                                       |
| <input type="checkbox"/>            | 7.6 Income/Business Tax Return                                    |
| <input type="checkbox"/>            | 7.7 Professional License/Curriculum Vitae (Consulting Services)   |
| <input type="checkbox"/>            | 7.8 PCAB License (Infra.)   |
| <input type="checkbox"/>            | 7.9 Net Financial Contracting Capacity (NFCC)                     |
| <input type="checkbox"/>            | 7.10 Documents required as stated in the Technical Specifications |
| <input type="checkbox"/>            | 7.11 Others   |

8. Supplier shall be responsible for the source/s of its goods/services/equipment, and which shall be in accordance with the schedule and specifications of the RFQ or PO. Failure of the supplier to comply with this provision shall be ground for cancellation of the award or purchase order issued to the supplier.
9. Payment shall be made only upon completion and acceptance by the PHilMech.
10. Supplier warrants that all goods/services/equipment to be provided are of acceptable industry standard.
11. Delivery period shall be indicated in the quotation. A penalty of 1/10 of one percent for every day of delay shall be charged as liquidated damages on the undelivered items/services.
12. Payment shall be made upon inspection and acceptance of delivery subject to prior submission of sales invoice/delivery receipt and other requirements as maybe necessary
13. In conformity with the Direct Payment Scheme via bank debit system, please credit/deposit payment to:

Name of Bank: \_\_\_\_\_  
Bank Branch: \_\_\_\_\_  
Account Name: \_\_\_\_\_  
Account No.: \_\_\_\_\_

After having carefully read and accepted the General Conditions attached to the Request for Quotation, I/We quote you on the item/s at prices indicated above.

\_\_\_\_\_  
Printed name and signature of Authorized Representative  
Designation: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
 PhilGEPS Registration No.: \_\_\_\_\_  
TIN: \_\_\_\_\_  
Contact No/s.: \_\_\_\_\_  
Email Address: \_\_\_\_\_