

REQUEST FOR QUOTATION

REFERENCE NO.: **MR26-02-024**

We are inviting all interested contractors/suppliers to submit their best quotation for the **PROCUREMENT FOR THE SUPPLY OF LABOR AND MATERIALS FOR THE REPAIR OF 202 KVA GENERATOR SET AT THE BASEMENT OF THE INDUSTRY AND INVESTMENTS (I&I) BUILDING:**

TERMS OF REFERENCE

I. BACKGROUND

The One (1) Year Preventive Maintenance (PM) Program shall cover the provision of labor, tools, equipment, and technical expertise necessary to conduct regular inspection, testing, servicing, and sanitation of one (1) unit 202 kVA diesel generator set installed at the basement of the Industry and Investments (I&I) Building.

The objective of the PM Program is to ensure the continuous reliability, operational readiness, and safe operation of the generator set in accordance with the Original Equipment Manufacturer (OEM) Operation and Maintenance (O&M) Manual and applicable safety standards.

The maintenance program shall be implemented based on the following service levels and frequency schedule:

GENERATOR SET	PM PROGRAM (Level)	Frequency
202 kVA GenSet	Level 1	Thrice (3x) – covering the 2 nd to 4 th Quarter
	Level 2	Once (1x) – during the 1 st Quarter
	Operational Test Run	Twice (2x) per month / Every other week

II. SCOPE OF WORKS

The Contractor shall perform the services described herein strictly in accordance with all applicable Philippine electrical and safety regulations, and generally accepted industry standards for diesel generator sets.

All works performed shall be properly documented and reflected in the submitted Service Reports.

PREVENTIVE MAINTENANCE PROGRAM

A. LEVEL 1 – ROUTINE PREVENTIVE MAINTENANCE

(2nd – 4th Quarter)

a. General Requirements

1. Perform visual inspection of all electrical wiring for loose terminations, insulation damage, and signs of overheating or burnt conductors;
2. Inspect the generator set for abnormal noise, excessive vibration, and visible defects during operation;
3. Perform controlled shutdown and operational test run, with and without load, in accordance with OEM procedures;

4. Measure and record electrical output parameters, including voltage, current (ampere), frequency, and engine operating readings under no-load and load conditions; and
5. Record all operating parameters, observations, and findings in the Service Report.
- b. Cooling System
 1. Check coolant level and condition in the radiator and expansion tank;
 2. Inspect drive belts for wear, cracking, glazing, or improper tension;
 3. Inspect hoses for leaks, cracks, brittleness, and loose connections; and
 4. Inspect radiator fins for clogging, corrosion, or physical damage.
- c. Fuel system
 1. Inspect engine fuel lines, filters, and fittings for leakage;
 2. Check fuel level and visually inspect fuel for contamination (water, sediments, or discoloration); and
 3. Verify integrity and tightness of all fuel supply and return connections.
- d. Air Induction and Exhaust System
 1. Inspect air filter elements for cleanliness and serviceability;
 2. Check air restriction indicators for proper operation;
 3. Verify that air intake paths are free from obstructions; and
 4. Inspect exhaust piping, muffler, brackets, and supports for corrosion, damage, vibration, and loose connections.
- e. Lubricating Oil System
 1. Check engine oil level and condition against the OEM-specified range on the dipstick;
 2. Inspect crankcase breather system, if applicable; and
 3. Check for oil leaks or signs of oil contamination.
- f. Starting and Battery System
 1. Inspect starter motor operation and associated electrical connections;
 2. Check battery electrolyte level (for serviceable batteries) and terminal cleanliness;
 3. Inspect battery cables and connections for tightness and corrosion; and
 4. Test engine protection and safety devices for proper operation.
- g. Control Panel
 1. Visually inspect control panel wiring, terminals, and components;
 2. Verify proper operation of switches, meters, indicators, and circuit breakers; and
 3. Test alarms, shutdowns, and protective relays in accordance with OEM recommendations.
- h. System Verification
 1. Conduct all required functional tests to verify safe and reliable operation of the generator set as a complete system.

B. LEVEL 2 – MAJOR PREVENTIVE MAINTENANCE

(1st Quarter)

- a. General Requirements
 1. Drain, flush, and replace radiator coolant with OEM-approved coolant and additives;
 2. Replace coolant/water filters;
 3. Replace fuel filters;
 4. Replace oil/lubrication filters;
 5. Drain and replace engine oil using OEM-recommended grade and capacity;
 6. Collect and dispose of all waste fluids and replaced materials in accordance with applicable environmental regulations; and
 7. Perform all applicable services under LEVEL 1.
- b. Replacement Materials
 1. Filters – same as existing or OEM-approved equivalent;
 2. Coolant – OEM-approved type and specification;
 3. Engine Oil – OEM-approved grade and viscosity; and

4. Drive belts and air filters shall be replaced upon reaching 1,000 operating hours or based on inspection findings. Replacement upon the Owner's request shall be subject to a separate quotation and shall not be included in this Agreement.

C. OPERATIONAL TEST RUN

(Every other week / Twice a month)

1. Mobilization and demobilization of manpower, materials, tools and equipment.
2. Conduct pre-start visual inspection of the generator set;
3. Check fuel, oil, coolant levels.
4. Inspect battery condition and electrical connections;
5. Start and operate the generator set under no-load condition, in accordance with OEM start-up procedures;
6. Observe engine sound, vibration levels, exhaust condition, and operating stability;
7. Check for alarms, leaks, abnormal indications, or fault codes;
8. Record operating parameters and test results;
9. Perform proper shutdown and return the generator set to standby mode; and
10. Submit a duly signed Service Report documenting activities performed, readings obtained, and observations noted.

III. FREQUENCY/SCHEDULE OF THE PREVENTIVE MAINTENANCE PROGRAM AND APPROVED BUDGET

The Preventive Maintenance Program shall be implemented in accordance with the following approved schedule and budget:

PROGRAM	SERVICE LEVEL	FREQUENCY & COST	APPROVED BUDGET
A	Service Level 2 , including bi-weekly operational test run	54,000 x 1 quarter	54,000.00
B	Service Level 1 , including bi-weekly operational test run	22,000 x 3 quarters	66,000.00
Total Approved Budget			120,000.00

The detailed scope and cost breakdown per program shall be as reflected in the Program Schedule attached as **Annex "A."**

The specific service dates shall be coordinated accordingly. The Contractor shall be formally notified by NDC of the approved schedule upon final approval of the work request by the Lessee, the Board of Investments (BOI), for works at the I&I Building.

TERMS OF PAYMENT

- a. Payment shall be made after the completion of each preventive maintenance visit/service under the Program.
- b. The Contractor shall submit the corresponding Service/Inspection Report and, where applicable, Testing Reports, duly signed by the Contractor's authorized representative and witnessed/acknowledged by NDC and/or BOI personnel, as a requirement for payment processing.

WORK DURATION

- a. The Preventive Maintenance Program shall be for a period of one (1) year from the issuance of the Notice to Proceed (NTP).
- b. Each service/maintenance activity shall be performed within seven (7) calendar days from receipt of the written notice or service request from NDC.
- c. All works/services shall be undertaken during weekends only (Saturday and Sunday), unless otherwise authorized in writing by NDC and BOI.
- d. The Contractor shall submit a formal work request and entry permit application at least three (3) calendar days prior to the scheduled service date, subject to BOI approval.

IV. OTHER TERMS

- a. The Contractor shall provide, at no additional cost, the necessary labor, tools, equipment, and technical expertise for emergency call response. Response time shall not exceed twenty-four (24) hours on regular working days and thirty-six (36) hours on weekends and holidays.
- b. The cost of replacement parts and defective materials shall not be included in this Agreement and shall be subject to separate quotation and approval by NDC.
- c. **Warranty:** The Contractor shall provide a six (6) month warranty on labor and supplied materials, reckoned from the date of completion, testing, and final acceptance by NDC.

Approved Budget : ₱120,000.00 (VAT Inclusive)

Submission of Quotation and : February 23, 2026

Mode of Procurement : Small Value Procurement

Eligibility Requirements :

1. Valid and current Mayor's Permit (certified true copy)
2. PhilGEPS Registration Certificate (certified true copy) or PhilGEPS Registration Number

Note: In lieu of the Mayor's Permit and PhilGEPS Registration Number, you may submit a valid Certificate of PhilGEPS Registration (Platinum Membership).

Please submit your quotation and eligibility requirements in a sealed envelope at the address stated below.

Name of Bidder:

BIDS AND AWARDS COMMITTEE

National Development Company
7/F NDC Building, 116 Tordesillas St.
Salcedo Village, Makati City
Fax: 8840-4862
Attention: BAC Secretariat

Reference Number: MR26-02-024

All prices should be VAT inclusive. Further, please indicate in the quotation the following:

1. Terms of Payment – Government Terms
2. Delivery Period – Refer to the Terms of Reference
3. Warranty: Refer to the Terms of Reference

(SIGNED)

AGM LEOPOLDO JOHN F. ACOT

Chairperson, Bids and Awards Committee