



Republic of the Philippines  
 Province of Pampanga,  
**Bids and Awards Committee**  
 Provincial Capitol, City of San Fernando, (P) / (045) 435-5901

RFQ No. **241086**

P.R. No. / Date / End User / Purpose:

**(24-5448 10/22/2024 PGSO Preventive Maintenance of 15kVA Generator Set at Capitol Compound)**

**REQUEST FOR QUOTATION**

Small Value Procurement

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Tel. No.: \_\_\_\_\_

Please quote your lowest price for the requirements listed hereunder subject to the Terms and Conditions stated below and submit to this Office duly signed by you or your representative not later than **4:00 p.m. NOV 12 2024**.

APPROVED BUDGET FOR  
 THE CONTRACT (ABC):  
**PhP 55,350.00**

**FRANCIS V. MASLOG**  
 CHAIRPERSON  
 Bids and Awards Committee

**TERMS AND CONDITIONS**

- All quotations may be typewritten or handwritten, placed in a sealed envelope.
- All quotations shall be valid for one hundred twenty (120) calendar days from the deadline of the submission of the same.
- Any erasures or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative.
- Interested suppliers are required to submit their valid current Mayor's Permit, PhilGEPS Registration Number, and Income/BIR Tax Return (for ABCs above P500,000.00) upon submission of quotation. In lieu of the Mayor's Permit and PhilGEPS Registration Number, the PhilGEPS Certificate of Platinum Membership may be submitted. For new businesses, submit the BIR Certificate of Registration and latest quarterly return or percentage tax..
- The applicable rate for late deliveries is one tenth (1/10) of one percent (1%) of the cost of the unperformed portion for everyday of delay.
- The Provincial Government of Pampanga reserves the right to accept or reject any quotation, and to annul the procurement process and reject all quotations at any time prior to contract award, without thereby incurring any liability to the affected supplier/s.
- The PGP also reserves the right to waive any required formality in the proposals received, and select the proposal which it determine to be the most advantageous to the government.

Item No.	Qty	Unit	Item Description	Unit Price	Total Price
			Preventive Maintenance of 15kVA Generator Set at Capitol Compound		
1	1	lot	Capitol Compound (15kVA) Engine: Yangdong / NM420 SN: 22063169 Inclusive of: A. Engine Oil - 12L B. Coolant - 12L (Inclusive of Radiator Coolant Flashing) C. Oil Filter - 1pc D. Fuel Filter - 1pc E. Air Filter - 1pc F. Fan Belt - 1pc		
2	1	pc	2SM Battery (Maintenance Free)		

Item No.	Qty	Unit	Item Description	Unit Price	Total Price
			• Any material or work that deemed to be necessary to make the generator set functional is included in this package.		
			• Must submit the duly accomplished Certificate of Compliance attached in the RFQ for item no. 1		
			TERMS OF REFERENCE: 1. The procuring entity reserves the right to conduct product testing/inspection if necessary to determine the fitness of the item/s being offered by prospective supplier/s. 2. Must have at least one (1) service facility in the locality with 24/7 on call technician for after sales service.		
			AFTER SALES SERVICE: 1. At least one (1) year warranty on parts and service. 2. Defective items and faulty workmanship discovered within seven (7) days from date of delivery must be replaced/rectified within 24 hours upon notification by the end-user.		
			MANPOWER REQUIREMENTS: - At least one (1) Licensed Mechanical Engineer or at least one (1) Tesda Certified Technician or Electrician for item no. 1		
			SCHEDULE OF REQUIREMENTS: >Delivery within ten (10) calendar days upon receipt of PO/NOA.		
<b>Total Lot Price</b>					

Note: The winning supplier shall submit a duly signed and notarized Omnibus Sworn Statement prior to notice of award.

THE BIDS AWARDS COMMITTEE:

Having carefully read and accepted your Terms and Conditions, including the technical specifications, I/We offer to supply/deliver the item/s as noted above.

\_\_\_\_\_  
Supplier's authorized representative signature over printed name

Designation: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Email Address.: \_\_\_\_\_

\_\_\_\_\_  
BAC CANVASSER

May

**TERMS OF REFERENCE  
CERTIFICATE OF COMPLIANCE  
SERVICE CHART CHECKLIST**

Building Name: \_\_\_\_\_

ITEM	SPECIFICATIONS	COMPLIANCE
	<b>MACHINE ROOM:</b>	
	Check, inspect, adjust, replace, clean, repair the following:	
1	Main Supply Switch	
2	Traction Machine and Beams	
3	Gear box oil level	
4	Magnetic Brake and Drums	
5	Main and Deflector Sheave	
6	Controller and wiring condition	
7	Rotary Encoder	
8	Speed Governor	
9	Transformer & M/R Lightings	
10	Machine Room Environment	

ITEM	SPECIFICATIONS	COMPLIANCE
	<b>CAR TOP:</b>	
	Check, inspect, adjust, replace, clean, repair the following:	
1	Car Frame	
2	Car Sheave	
3	Car Guide Shoes	
4	Car Operator and Doors	
5	Hoist & Governor Ropes/ Hitches	
6	Lighting	

ITEM	SPECIFICATIONS	COMPLIANCE
	<b>PIT:</b>	
	Check, inspect, adjust, replace, clean, repair the following:	
1	Safety Switches and Device	
2	Tension Sheave	
3	Buffers/Spring	
4	CWT Buffer & Run by	
5	Emergency Switch & Ladder	
6	Pit Environment	

ITEM	SPECIFICATIONS	COMPLIANCE
	<b>HOISTWAY:</b>	
	Check, inspect, adjust, replace, clean, repair the following:	
1	Door Interlock and closers	
2	Travelling Cable	
3	Leveling Vanes/ Magnets	
4	Limit Switches	
5	Guide rails and brackets	
6	Separator beams	
7	Counterweight	
8	Compensating Chain/Role	
9	CWT Guides	
10	Door Opening & Closing	

ITEM	SPECIFICATIONS	COMPLIANCE
	<b>CAR CAGE:</b>	
	Check, inspect, adjust, replace, clean, repair the following:	
1	Car Operating Panel	
2	Car Indicators, Lights and Fan	
3	Safety Shoes/ Sensors/ Light Rays	
4	Interphone/ Emergency Call	
5	Riding Comfort and Leveling	
6	Condition of Interior	

ITEM	SPECIFICATIONS	COMPLIANCE
<b>ENTRANCES</b>		
Check, inspect, adjust, replace, clean, repair the following:		
1	Hall Indicators	
2	Hall Buttons	
3	Hall Lanterns	
4	Fireman's Switch	
5	Intercom	
6	Sill & Entrances	

I hereby certify to comply with the Terms of Reference/Certificate of Compliance/Service Chart Checklist of all the items indicated above.

\_\_\_\_\_  
 Supplier's Authorized Representative Signature Over Printed Name.

Designation: \_\_\_\_\_