



Management
System
ISO 9001:2015

www.fuv.com
ID 8108053508



Republic of the Philippines
CAMARINES NORTE STATE COLLEGE

F. Pimentel Avenue, Brgy. 2, Daet, Camarines Norte – 4600, Philippines

SUPPLY AND PROPERTY MANAGEMENT

Project Reference No.:	BAC Res # 0309
Name of the Project:	Supply of Services for Annual PMS of Genset
Location of the Project:	CNSC-GSO

REQUEST FOR QUOTATION

Company Name: _____
Address: _____

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 3 working days.

ROSALIE A. ALMADRONES, Ph.D
BAC Chairperson

- NOTE:**
1. Delivery period within _____ calendar days.
 2. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for equipment, from date of acceptance by the procuring entity.
 3. Price validity shall be for a period of _____ calendar days.
 4. G-EPS Registration Certificate shall be attached upon submission of the quotation.
 5. Bidders shall submit original brochures showing certifications of the product being offered.

[illegible]

Brand and Model: _____
 Delivery Period: _____
 Warranty: _____
 Price Validity: _____

After having carefully read and accepted your General Conditions, I/we quote you on the item/s at prices stated above.

Printed Name and Signature

Name of Canvasser

Tel. No./Cellphone No.: _____
E-mail Address: _____
Date: _____

Lot 5- Supply of Annual PM of Genset

Scope of work for Annual Generators Maintenance Service

Maintenance Service for the following:

Two generators, in 2 locations. 1 CUMMINS 225KVA Generator and 1 PERKINS 250KVA Generator.

Scope of service

1. Expected/Winner contractor shall provide qualified personnel, transportation, equipment, tools, and supplies necessary to perform maintenance and repair services as required on the following generators in use at CNSC Main Campus

1.1 Generators shall be maintained or repaired to meet the manufacturer's recommended performance standards.

2. Contractor Requirements: The Winner Contractor shall:

2.1 Provide Annual maintenance and repair services.

2.2 Provide only qualified, experienced or manufacturer certified repair technicians for the maintenance and repair services.

2.3 Report to designated CNSC personnel upon:

1. Arrival at the CNSC facility;
2. Completion of maintenance and repair service; and
3. Departure from CNSC facility.

2.4 Not shut down or render inoperative, any generator without the expressed prior approval of designated CNSC personnel.

2.5 Maintenance: Schedule annual preventative maintenance services per generator. the preventative maintenance service shall include:

2.5.1 Visual inspection of the entire generator including all equipment supports and mountings, and notify CNSC personnel if evidence of:

1. Damage;
2. Leakage;
3. Improper ventilation;
4. Excessive heat; or
5. Any other factor that could impede performance of the generator or pose a potential hazard to personnel or property.

2.5.2 Inspection of battery:

1. Maintain proper electrolyte levels;
2. Ensure battery is performing at manufacturer specifications; or

3. Replace battery as necessary. In CUMMINS 225KVA generator the battery is defective it needs to be replaced.

2.5.3 Inspection of belts and/or hoses:

1. Inspect for wear, damage, or looseness;
2. Adjust as necessary; or
3. Replace as necessary.

2.5.4 Replacement of oil filters, air filters/cleaners, and fuel filters:

1. Change oil are included in the contract.

2.5.5 Inspection of fuel system:

1. Inspect all supply lines and connections; and
2. Check fuel pressure.

2.5.6 Inspection of oil system:

1. Check pumps;
2. Inspect for proper oil pressure;
3. Inspect and adjust proper oil levels;
4. Drain and replace oil as necessary; and
5. Oil shall be changed.

2.5.7 Inspection of cooling system:

1. Check pumps and fans;
2. Maintain proper coolant level; or
3. Replace coolant as necessary.

2.5.8 Inspection of voltage:

1. Check for correct voltage; and
2. Adjust as necessary.

2.5.9 Inspection of frequency:

1. Inspect for correct RPM and Hz; and
2. Adjust as necessary.

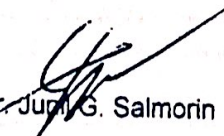
2.5.10 Inspection of electronics:

1. Inspect control panel and display;
2. Run appropriate diagnostics/self-tests; and
3. Replace/reset electronic components as necessary.

2.5.11 Clean and lubricate:

1. Clean any foreign material and dust from equipment.
- 2.5.12 Replace all other failing, missing or damaged parts as necessary.
- 2.5.13 Calibrate to meet the manufacturer's recommended performance standards.
- 2.6 Repair. Provide repair services as required to ensure each generator meets the manufacturer's recommended performance standards.
 - 2.6.2 Notify designated CNSC personnel immediately in the event a generator cannot be repaired the same day/visit.
- 2.7 Ensure that all replacement parts that will be provided are new and from the same manufacturer as the original part(s) or an equivalent that meets or exceeds OEM (Original Equipment Manufacturer) standards.
 1. Any equivalent parts provided shall be approved by designated CNSC personnel.
 2. All replacement parts shall have a minimum of a one (1) year warranty.
 3. In case of a broken-down generator, CNSC will be responsible for only the cost of spare parts required for the maintenance to fix the generators that will be invoiced and assessed in the contractor report while the contractor will be responsible for the cost of repair (maintenance work).
- 2.8 Ensure Contractor's personnel leave all serviced equipment and the service area safe, clean and ready for use.
- 2.9 Upon completion of the service, both designated CNSC personnel and the Contractor shall legibly sign the work order, and a signed copy of the work order will be provided to designated CNSC personnel.
- 2.10 Warranty all repairs for 30 days.
 1. Warranty repairs shall be coordinated with designated CNSC personnel within two (2) working/business days of the Contractor receiving notification of a warranty claim.
 - a. In the event a warranty claim threatens the malfunction or shutdown of a generator, the Contractor shall immediately respond to the request for warranty service.
 2. Contractor shall be responsible to correct any issues related to the repair at their own expense.

Submitted by:


Engr. Jun G. Salmorin
GSO Head

Noted by:


Engr. Genaro B. Balane
Electrical Engineer