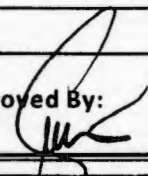




Republic of the Philippines
COURT OF TAX APPEALS
 Quezon City

APPROVED FOR POSTING	
FROM	: _____
TO	: _____
Approved By: 	

REQUEST FOR QUOTATION

Date: **July 21, 2021**

RFQ No.: **10-2021**

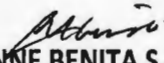
Name of Company : _____
 Address : _____
 Business Permit No. : _____
 TIN No. : _____
 PhilGEPS Registration No.: _____

Please quote your best offer for the item described below, subject to the Terms and Conditions provided at the dorsal portion of this request for quotation.

Submit your quotation duly signed by you or your duly authorized representative and copies of the following eligibility requirements not later than **July 26, 2021 @ 3:00 p.m.:**

1. Mayor's/Business Permit;
2. PhilGEPS Registration Number or PhilGEPS Registration Certificate; and
3. Omnibus Sworn Statement (with Secretary's Certificate if Corporation or Certificate of Partnership Resolution if Partnership)

Open quotations may be submitted at the address indicated below or fax at Telefax No. 8 920-2552 or send thru email at psd.cta@judiciary.gov.ph.


ANNE BENITA S. AUSTIN
 Chief Judicial Staff Officer
 Property & Supply Division

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s for the item/s as follows:

ITEM DESCRIPTION	QTY	Approved Budget of the Contract	OFFER					REMARKS
			PRICE			Compliance with Technical Specifications (please check)		
			QTY	Unit Price	Total Price	Yes	No	
One-Time Service to Conduct Preventive Maintenance of Generator Sets and Automatic Transfer Switches Location: Generator Rooms I and II Description of Equipment: I. For CTA Building I Engine: MTU 12v2000G63 Alternator: Stamford HC.1544F1 Capacity: 800kVA, 2008A (BR) ATS: 2000A, 3P, 60 Hz	1 LOT	Php 150,000.00						

Property and Supply Division, Court of Tax Appeals, National Government Center,
 1800 Agham Road, North Triangle, Diliman, Quezon City 1104 Telefax No.: 8 920 2552
 Email address: psd.cta@judiciary.gov.ph

<p>II. For CTA Building II Engine: John Deere 6081H Alternator: Stamford Capacity: 290kVA ATS: 800A, 3P, 60 Hz</p> <p style="text-align: center;">Scope of Works</p> <p>Preventive Maintenance of Generator Sets</p> <p>1) On-site mobilization 2) Walk around inspection 3) Test runs and unit check-up for leaks 4) Taking and recording of parameter readings 5) Engine shutdown and exterior cleaning 6) Change Oil Operation: a) Drain engine oil; b) Replace oil filter; c) Install and/or replace fuel filter; d) Refill new compatible engine oil; e) Clean radiator fins using pressure washer; f) Drain and flush radiator coolant; and g) Refill new compatible radiator coolant</p> <p>7) Supply of minimum materials for the two (2) Generator Sets: a) 3 pcs of Oil Filter; b) 2 pcs of Fuel Filter; c) 12 pails of Engine Oil; and d) 23 pails of Coolant.</p> <p>8) Electrical Check-Up: a) Check battery status and charger; b) Check battery electrolyte water level, refill if needed; c) Check alternator winding for any signs of overheating; d) Clean up the alternator from accumulated dust and dirt using vacuum cleaner and air blower; e) Check winding resistance and insulation resistance; f) Open and check controller panel for any loose wiring terminals; g) Check controller panel for any signs of overheating; and</p>										
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<p>h) Re-install controller panel cover ready for testing.</p> <p>9) Generator test runs without load and with load</p> <p>10) Re-recording of parameter readings considering initial readings for any variation</p> <p>11) Turn over and submission of Service Report.</p>									
<p>Preventive Maintenance of Automatic Transfer Switches</p> <p>1) On-site mobilization</p> <p>2) Cleaning of Automatic Transfer Switch (ATS) panel</p> <p>3) Check up on wiring terminals and connections</p> <p>4) Conduct simulation tests</p> <p>5) ATS functionality evaluation</p> <p>6) Recording of parameter readings</p> <p>7) Rectify deficiencies found</p> <p>8) Turn over and submission of Service Report.</p>									

Signature over Printed Name

Telefax No. (Landline and/or Cellphone)

E-mail Address

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s, to be denominated in Philippine Pesos shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by any duly authorized signatory.
6. Award of Contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the Scope of Works and other terms and conditions stated herein.
7. The item/s and service needed shall be delivered and completed within twenty (20) calendar days from receipt of Purchase Order.
8. Representative from the General Services Division (GSD) and Property and Supply Division (PSD) shall have the right to inspect and/or to test the Goods to confirm their conformity to the specifications and Scope of Works.
9. Payment shall be made within five (5) days upon receipt of the good/s and/or service/s and demand for payment after the aforementioned inspection by the GSD and PSD. Liquidated damages equivalent to one tenth of one percent (or equal to 0.001) of the value of the Goods not delivered within the prescribed delivery period shall be imposed per day of delay. The CTA shall rescind the Contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the Contract, without prejudice to other courses of action and remedies open to it.
10. Warranty for all works and parts shall be six (6) months from the date of acceptance. Any defect/s arising from workmanship and/or any items used during the warranty period shall be rectified within seven (7) calendar days from the date of receipt of written notice.
11. The obligation for the warranty shall be covered by retention money in the amount equivalent to one percent (1%) of the total contract price. The said amount shall only be released after the lapse of the warranty period. Provided, however, that the Goods are free from patent and latent defects and all the conditions imposed under the Contract have been fully met.
12. The CTA reserves the right to accept or reject any offer, to annul the procurement process, and to reject offers at any time prior to award of Contract, without thereby incurring any liability to the affected Supplier.