



February 2, 2021  
 APO-RFQ-949359

**REQUEST FOR QUOTATION**

Name of Company :  
 Address :  
 Business Permit # :  
 TIN :  
 Philgeps# :

Please quote your best offer for the item/s 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 representative and copies of your eligibility requirements not later than February 11, 2021.

The quotations may be submitted at the address 2/F Philippine Information Agency Bldg. Visayas Avenue, Bgy. Vasra Quezon City or thru Fax No. 82825309 (loc. 235/234) or thru email at [purchasing@apo.gov.ph](mailto:purchasing@apo.gov.ph)

  
 MERLA D. ESCOBAR  
 Purchasing Manager

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

Service Description	PRICE			Compliance with Annex "A"		DURATION
	QTY	Unit	Total	YES	NO	
<b>QUARTERLY PREVENTIVE MAINTENANCE SERVICE FOR GENERATOR SET OF APO PRODCUTION UNIT, INC.*</b>  (See Annex "A" for details)	1 lot			[ ]	[ ]	A PERIOD OF ONE (1) YEAR COMMENCING ON THE DATE OF SIGNING OF PURCHASE ORDER.

\*The quotation/proposal submitted by the prospective suppliers is subject to end user's approval.

\_\_\_\_\_  
 Signature over Printed Name  
 Contact No.

- Approved Budget shall be Php 525,000.00 inclusive of V.A.T.
- Commencement of services shall be done immediately upon receipt of Purchase Order.
- Payment shall be at least 30 calendar days upon receipt of Sales Invoice.

### Scope of Work

- Perform walk around inspection
- Inspect and wipe down the generator.
- Check electrical connections for evidence of looseness or overheating.
- Check engine oil and coolant levels.
- Check radiator hoses for wear and cracks. Plan for replacement if necessary.
- Check the jacket water heater for proper operation.
- Engine pre cleaner-Clean.
- Engine Air Cleaner Service Indicator- Inspect.
- Check and record fuel level of all tanks and note down in liters.
- Drain water and sediments from the day tank.
- Clean fuel strainer.
- Check space heater.
- Perform a 10-15 minutes system operational test with & without load
- Operation for indication of defects of possible malfunctions.
- Inspect the annunciator panel for proper operation.
- After the unit has operated for 10-15 minutes, log the operation to show at least the following: engine and generator speed in R.P.M, voltage, amperes, frequency, power factor, engine temperatures, engine oil pressure, and hour meter readings.
- Inspect safety devices.
- Test safety shut-offs controls.
- Measure and record stator winding temperature.
- Check charging system, for proper operation.
- Check battery electrolyte level.
- Determine specific gravity starting batteries. Add distilled water if necessary. Clean terminals. Set charge rate after generator has been operated.
- Note any exhaust, oil, coolant, or fuel leakage. Plan for corrections.
- Cool down and stop the unit.
- Note condition indicators for air and fuel filter, clean or change filters if installed gauges or operating conditions show necessity.
- Drain the exhaust condensate trap.
- Return the unit to service.

### Others

- In the event company requests, contractor/service provider must have a representative/s available 24/7.
- Any (detected) parts to be repaired and replaced and deficiency found during the maintenance period shall be subject for recommendation and will be quoted separately.