



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8469143
Procuring Entity OFFICE OF THE PRESIDENT
Title RFQ / 22-01-0101 / PROCUREMENT OF MONTHLY PREVENTIVE MAINTENANCE FOR ONE (1) UNIT CENTRIFUGAL WATER COOLED CHILLER (CARRIER)
Area of Delivery Metro Manila

Solicitation Number:	22-01-0101	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	General Repair and Maintenance Services	Date Published	25/02/2022
Approved Budget for the Contract:	PHP 252,000.00	Last Updated / Time	24/02/2022 14:01 PM
Delivery Period:	12 Month/s	Closing Date / Time	03/03/2022 17:00 PM
Client Agency:			
Contact Person:	Patricia Kaye Lorio Amate Presidential Staff Officer I Procurement Management Service, Rm 123 Mabini Hall, Malacañang Compound, J.P. Laurel Street, San Miguel, Manila Malacañang Complex, San Miguel Manila Manila Metro Manila Philippines 1005 63-2-87844286 Ext.4601 63-2-87844286 pmas@malacanang.gov.ph		

Description

TITLE OF THE PROJECT: Procurement of Monthly Preventive Maintenance for One (1) Unit Centrifugal Water Cooled Chiller (Carrier) under PR No. 22-01-0101

A) REQUEST FOR QUOTATION

1. 12 months Monthly Preventive Maintenance for One (1) Unit Centrifugal Water Cooled Chiller (Carrier), Machine Room, Area 2

Scope of Service:

1. Monthly

- 1.1 Perform evaluation on the operating parameters of the units. Check log sheet record. Evaluate for any unusual condition.
- 1.2 Check the chiller operating performance or conduct control test if the unit is on standby mode.
- 1.3 Check for unusual sounds or vibrations.
- 1.4 Check control and set points adjustments needed to improve equipment's performance.
- 1.5 Check voltage and current imbalance.
- 1.6 Check for proper level of oil and refrigerant charge.
- 1.7 Visual check for any traces of leaks, (water, refrigerant and oil) and perform leak test at connection found with leak.
- 1.8 Check moisture indicating sight glass for presence of moisture.
- 1.9 Check the pressure drop across oil filters and driers, recommend replacement, if necessary.
- 1.10 Monitor the condenser and/or evaporator operating data (water/refrigerant temperature and pressure).
- 1.11 Check oil heater operation.
- 1.12 Check oil level at the lower oil sight glass and upper oil sight glass.
- 1.13 Check guide cane and diffuser operation.
- 1.14 Check moisture indicator at the motor cooling line.
- 1.15 Check the condition of external pressure gauges and thermometers. Check for leaks, tighten, if necessary.
- 1.16 Check the temperature of starter main terminals and power cables.
- 1.17 Observe proper loading and unloading of the compressor capacity controllers and mechanisms.
- 1.18 Check for excessive cooler approach, make recommendations, if necessary.
- 1.19 Check for excessive condenser approach, make recommendations, if necessary.
- 1.20 Perform automated control test
- 1.21 Record operating data.

2 Quarterly

- 2.1 All scope under monthly
- 2.2 Check safety devices including flow switches, differential pressure switches, oil and refrigerant pressure gauges, oil pressure switches and interlocks, if applicable.
- 2.3 Service and inspect starter and control panels. Examine starters, contractor contacts, arc chutes, cores, breakers, relay and wiring, VFD.
- 2.4 Inspect mechanical and electrical interlocks, make adjustments if needed.
- 2.5 Test oil heater operation
- 2.6 Check all refrigerant joints and valves for leaks
- 2.7 Perform vacuum cleaning of starter cabinet
- 2.8 Check cooling fans for proper operations
- 2.9 Clean chiller and starter cabinet body

3 Annually

- 3.1 All scope under monthly and quarterly
- 3.2 Check all electrical connections. Tighten as necessary.
- 3.3 Perform insulation testing of compressor motor.
- 3.4 Check motor winding resistance/insulation
- 3.5 Check accuracy of evaporator, condenser, oil and water (if equipped) transducers, replace as necessary.
- 3.6 Check accuracy of water and refrigerant thermistors, replace if greater than $\pm 2^{\circ}\text{F}$ (1.2°C) variance from calibrated thermometer.
- 3.7 Obtain oil sample for Oil Analysis (will be quoted separately)
- 3.8 Change oil and filters if "7" failed (will be quoted separately)

4. Other Terms and Conditions

- 4.1 The Contractor must be able to provide directly the necessary technical support when required.
- 4.2 Free Emergency call visits during the duration of the contract

4.3 Provide a monthly service maintenance report
4.4 Chiller repair (if necessary) will be done prior to commencement of the Period Maintenance (PM) program. Repair works including supply of parts will be quoted separately.

TIME OF SERVICING

In coordination with the Engineering Office (EO) one (1) day before the scheduled Preventive Maintenance Service, the service shall be made during regular working hours (8:00AM to 5:00PM) only.
In the event of unavailability of the equipment, the service shall be made every Saturday (8:00AM to 5:00PM) only.
Within one (1) hour from the OP's emergency call-out request, the Contractor shall send skilled and competent technician/s to troubleshoot any unexpected breakdown of the unit. A written report of all findings and actions taken shall be given to the EO not later than twenty-four (24) hours from the accomplishment of the repair and emergency work.

TERMS OF PAYMENT

Payment shall be made after each month of service and within fifteen (15) days after the Contractor submits an itemized Statement of Account and Service Maintenance Report duly (signed) acknowledged/attested by the EO authorized representative and inspection report by the Assets Management Office (AMO). Payment shall not be construed as an admission of OP that the Contractor has satisfactorily performed or is satisfactorily performing the works, or that such work is free from defects of any kind, hidden or otherwise, or that the Contractor has not violated or has complied with the provisions, terms and conditions of the Contract or any of its obligations hereto.

TIME AND COMMENCEMENT AND COMPLETION

The Contractor shall commence implementation of the Contract immediately upon receipt of Purchase Order from OP and Security Clearance from the PSG through EO. This Contract shall be for a period of Twelve (12) Months Preventive Maintenance Service of One (1) Unit Centrifugal Chiller 500TR (Carrier 19XRV) at Machine Room, Area 2, Malacañang, unless otherwise duly notified as to the termination of this Contract.

Upon completion of the Preventive Maintenance Service, the Contractor shall notify in writing the EO as to the completion of the maintenance service.

SAFETY AND HEALTH PROCEDURES

The Contractor shall be responsible for:

- a. Compliance with all applicable safety and health regulations for basic PPEs under DOLE-OSH;
- b. Taking care of the safety and health of all Contractor's personnel on the Site;
- c. Using reasonable efforts to keep the Site and Works clear of unnecessary obstruction so as to avoid accident and damage to property;
- d. The Technician of the Contractor shall submit themselves to all Health Protocols as may be prescribed by OP/PSG.

SUPPORT SERVICES

The Contractor should be able to send certified service engineers or qualified technicians on call service to provide after sales-support services for all equipment supplied in this project.

SECURITY CLEARANCE

The Contractor upon acceptance of Purchase Order (PO), as a prerequisite, shall submit within fifteen (15) Calendar Days through the Engineering Office together with the documentary requirements, the complete list of personnel for the processing and issuance of the PSG Security Clearance, to wit:

- a. Formal transmittal letter (Specifying the project name and complete list of personnel);
- b. Form No. 1 Personnel Assessment Form;
- c. Latest NBI Clearance (Original);
- d. Company ID (Clear photocopy both sides);
- e. Vaccination ID (Clear photocopy both sides);
- f. Government-issued IDs such as SSS ID, Driver's License, GSIS E-Card, PRC ID, IBP ID, UMID, Voter's ID, and the like);
- g. Brief Company Profile;
- h. OR/CR of service vehicle/s including Driver's License (clear photocopies); and
- i. Upon the approval of the PSG Security Clearance, the representative/s of the Contractor must present RT-PCR with negative test result (Clear photocopy)

Delivery Period: Monthly

B) USE COMPANY LETTERHEAD FOR YOUR QUOTATION & ADDRESS TO:

DIR. JAMES JUPER B. AGUILAR
Head, Procurement Management Service
Office of the President
M-123 Mabini Hall, J.P. Laurel St.,
Malacañang Complex,
San Miguel, Manila

Tel. No. (02) 8249-8310 local 8297 or 8238

Email Address:

pmas@op-proper.gov.ph
pmas@malacanang.gov.ph

C) ELIGIBILITY DOCUMENTS MUST BE ATTACHED TO THE QUOTATION

1. Latest/updated/valid PhilGEPS Registration Certificate
2. Latest/valid Mayor's Permit (Attach compliance to the conditions of the permit)
3. Income / Business Tax
4. Omnibus Sworn Statement (Original Copy- Upon Award)

Note:

- Kindly Attach the Complete Eligibility Documents to Avoid DISQUALIFICATION.
- Include the BACK PAGE OF THE MAYOR'S/BUSINESS PERMIT if Available
- Scan the Documents in a manner that the entries are legible/readable.
- Please use the RFQ template provided by the Office of the President (OP). In case you submit your own template and there is conflict between the two (2), the OP RFQ-template shall prevail.

D) INDICATE IN YOUR QUOTATION THE FOLLOWING

1. Terms of Payment:
2. Warranty:
3. Place of Delivery: AMO Warehouse, OP Motorpool Compound, P. Casal St. Quiapo, Manila
4. Delivery Period:
5. Price Validity Period:
6. Stock Availability:
7. Certificate of Exclusive Distributorship, if any
8. Specify Brand
9. TIN

Created by Patricia Kaye Lorio Amate

Date Created 24/02/2022

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