



SEALED QUOTATION FORM

Date: 28 January 2021

Sir/ Madam:

Please furnish us with your quotation on or before 3 February 2021, 5:00PM for the following:

NO.	QTY	UNIT	PARTICULARS	UNIT COST	TOTAL COST
	1	LOT	Quarterly Preventive Maintenance of Uninterruptible Power Supply (UPS) at various SSS Branch Offices under Luzon Central 1 Division. Requesting Branch: BSSD/Luzon Central 1 Clearance Request No.: LC1-2021-01 Purchase Request No.: 2021-06 Method of Procurement: NP-SVP Mode of Evaluation: PER LOT Date Received: 27 January 2021	1 ST Quarter P _____ 2 nd Quarter P _____ 3 rd Quarter P _____ 4 th Quarter P _____ <i>See attached bidder's proposal form (Annex A)</i>	
GRAND TOTAL ABC = P231,000.00					

Terms of Reference

A. SCOPE OF WORK

The contractor shall conduct the works according to the items stipulated below.

1. Shut down of unit.
 - 1.1 Inspection of the surrounding environment and measurement of UPS room temperature.
 - 1.2 Check tightness of terminations, connections, etc. (input/output and battery terminals)
2. General check-up of the unit.
 - 2.1 Visual inspection of parts and components.
 - 2.2 General cleaning of the unit.
 - 2.3 Cleaning of cooling fans and check for possible stuck-up
 - 2.4 Check soldered joints
 - 2.5 Conduct cleaning/vacuuming in the internal and external part of the unit, calibration of sensors, testing of protective alarms, tightening of electrical connections of the same.
 - 2.6 Conduct testing of parameters using appropriate testing tools.
3. Check-up on the battery
 - 3.1 Recording of cell float voltage and temperatures
 - 3.2 Visual inspection of each cell for any case possible damage of distortion, excessive swelling, straining or leakage at the poles or seals.
 - 3.3 Inspection of each cell for possible corrosion, loose of fittings, or damage to insulation.
 - 3.4 Physical inspection of the rack.
 - 3.5 Verify the size and dimension including specification and quantity of the battery.
 - 3.6 Test of battery on discharge
 - 3.7 Records test result and submit reports indicating the voltage, amperes, running time, charging voltage, battery voltage and other necessary/vital details.
4. Check-up on the battery charger/rectifier
 - 4.1 Calibration of the battery float and charge voltage
 - 4.2 Testing of battery charger capacitors
5. Check-up on inverter unit
 - 5.1 Measurement and recording of output voltage, output current and output frequency.
 - 5.2 Check on different parameters and calibration
 - 5.3 Resetting the relevant pre-adjustment when necessary.

6. Check status of inverter, rectifier, power factor circuit, main board and other components of the UPS using appropriate tools/equipment and testing device.
7. Performance test
 - 7.1 Simulation of power failure to test the system on battery mode.
 - 7.2 Test of communication link between the equipment and load to verify accuracy of the measured parameters.
8. Render technical advice and recommendations.
9. Testing and commissioning.

B. FREQUENCY/SCHEDULE OF PREVENTIVE MAINTENANCE

1. The preventive maintenance will be conducted on a Quarterly basis.
2. Schedule of preventive maintenance will be done with in the first month of the applicable quarter or as need arises as per certification by BSSD.

C. REMEDIAL SERVICES

For emergency calls due to unexpected and unintentional shutdown, malfunctioning or breakdown of the equipment, field engineers are available 24 hours a day, 7 days a week. Emergency call shall be attended to within the two (2) hours upon receipt of notice, either through phone (hotline), electronic communication or written letter, the service provider must address the problem by making a phone call to the concerned unit. Inspection/check-up of the unit shall be conducted and the service provider is required to submit a service report indicating technical recommendation and diagnosis within seventy two (72) hours after the call.

D. MODE OF PAYMENT

1. Quarterly; Progress Billing, upon submission of Sales Invoice and Service Reports

E. TECHNICAL REQUIREMENT OF THE SERVICE PROVIDER

The service provider shall submit a list of qualified technical personnel nominated to conduct the preventive and remedial services supported with certificate of training in the operation, maintenance and repair of UPS.

F. PENALTY

Failure to comply the works within the specified schedule, a liquidated damage will be imposed against the service provider in the amount equivalent to 1/10 of 1% of the project cost per calendar days of delay.

G. OTHERS

1. **Provide pictures of the internal and external parts of the UPS unit before and after the conduct of Preventive Maintenance and submit to BSSD.**
2. All repairs to be conducted on the unit shall be reported first to BSSD.
3. The service provider shall submit to BSSD and branch concerned a service report indicating technical recommendations/advice for any action necessary to maintain and improve the reliability of the equipment.

Schedule of Requirements

SSS Branch	UPS Capacity	Delivery Address
Alaminos	10 KVA, 1Ø	AMA BUILDING MARCOS AVENUE, BARANGAY PALAMIS, ALAMINOS CITY, PANGASINAN 2404
Balanga	15 KVA, 3Ø	G/F WONG CHUN KAR BUILDING, ROTARY AVENUE BARANGAY TENEJERO, BALANGA CITY, BATAAN 2100
Baler	10 KVA, 1Ø	2/F NE MALL BALER, NATIONAL HIGHWAY, BRGY. SUKLAYIN, BALER, AURORA 3200
Cabanatuan	15 KVA, 3Ø	NE PACIFIC SHOPPING CENTER, KM. 111, MAHARLIKA HIGHWAY, CABANATUAN CITY, NUEVA ECIJA 3100
Camiling	10 KVA, 1Ø	JULIAN QUI BUILDING BONIFACIO STREET CAMILING TARLAC 2306
Dagupan	20 KVA, 3Ø	EAST GATE PLAZA, AB FERNANDEZ AVENUE, DAGUPAN CITY, PANGASINAN 2400
Iba	10 KVA, 1Ø	ACM BUILDING 2, PALANGINAN, IBA, ZAMBALES 2201
Mariveles-BEPZ	10 KVA, 1Ø	BASEMENT AFAB ADMINISTRATION BUILDING, FREEPORT AREA OF BATAAN, MARIVELES BATAAN 2105

SSS Branch	UPS Capacity	Delivery Address
San Jose NE	10 KVA, 1Ø	NE BODEGA BARANGAY ABAR 2ND SAN JOSE CITY NUEVA ECIJA 3121
Tarlac	20 KVA, 3Ø	SSS BUILDING, MACABULOS DRIVE, BRGY. SAN VICENTE, TARLAC CITY, TARLAC 2300
Urdaneta	10 KVA, 1Ø	GOV'T CENTER, 3RD LEVEL, CB MALL, MACARTHUR HIGHWAY, URDANETA CITY, PANGASINAN 2428

Approved Budget Contract: Php 231,000.00

Delivery Terms: 15 Calendar Days from receipt of approved Job Order.

Quarterly basis within the first month of the applicable quarter or as need arises as per certification by BSSD.

Performance Security is required prior issuance of Job Order.

Payment Terms: Supplier shall be paid in accordance to Government Terms and upon delivery of items/services and submission of billing documents

Price validity: Three (3) months.

NOTE/S:

- 1.) **For canvass with an ABC of P100,000.00 and above**, the winning bidder is required to post a Performance/Warranty Security within Three (3) Calendar Days from receipt of Notice of Award equivalent to 5% Cash (Goods and Consulting Services) & 10% Cash (Infrastructure), Cashier's / Manager's Check, Bank Guarantee/Draft or 30% Surety Bond callable upon demand, of the contract price.
- 2.) The supplier is required to indicate his PhilGEPS Registration Number on the request for quotation form.
- 3.) The SSS shall withhold the applicable taxes from the amount payable in accordance with the BIR regulations.
- 4.) Alternative offer is not allowed.
- 5.) Award shall be on a "PER LOT" basis.
- 6.) Price quotation should be made with extra care taking into account the specification, unit and quantity to avoid errors. The offeror binds himself to this quotation's TERMS & CONDITIONS.
- 7.) This canvass shall only determine the supplier who has the lowest bid for the amount of the Purchase Order (PO) and the check/fund transfer payable to the winning bidder shall be based on actual cost and up to the extent of the approved budget only.
- 8.) For further inquiries, kindly call Engr. Jacqueline P. Taruc, Building Administrator, Luzon Central 1 Division, Tarlac City, (045) 982-6967 or email at tarucjp@sss.gov.ph.

This is to certify that the price offer conforms to the specification of the project and that the above terms and conditions are understood and complied.

Owner/Company Representative
(Signature over Printed Name)

Please indicate below your Business Name, Address and Telephone Number and Date Received.

Your Business SSS No.:
PhilGEPS Registration No.:
T I N.:
Date Received:

(Business Name)

(Address & Telephone No.)

Very truly yours,


PRIMITIVO D. VERANIA, JR.

Division BAC Chairperson, Luzon Central 1

Canvassed by:

ENGR. JACQUELINE P. TARUC
BUILDING ADMINISTRATOR, LUZON CENTRAL 1

Contact detail of Canvasser:

Telephone Number: (045) 982-6967

Email Address: tarucjp@sss.gov.ph

ANNEX A

PROJECT : QUARTERLY PREVENTIVE MAINTENANCE SERVICES OF UNINTERRUPTIBLE POWER SUPPLY (UPS) AT VARIOUS SSS BRANCH OFFICES UNDER LUZON CENTRAL I DIVISION.

SUBJECT : BIDDER'S PROPOSAL FORM

Item No.	SSS Branches	UPS Capacity	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
1	Alaminos	10 KVA, 1 Ø				
2	Balanga	15 KVA, 3 Ø				
3	Baler	10 KVA, 1 Ø	X			
4	Cabanatuan	15 KVA, 3 Ø				
5	Camiling	10 KVA, 1 Ø				
6	Dagupan	20 KVA, 3 Ø				
7	Iba	10 KVA, 1 Ø				
8	Mariveles	10 KVA, 1 Ø				
9	San Jose, N.E	10 KVA, 1 Ø				
10	Tarlac	20 KVA, 3 Ø	X			
11	Urdaneta	10 KVA, 1 Ø				
Bid Cost =			₱ _____	₱ _____	₱ _____	₱ _____

Note: X = no PM will be conducted on the quarter.

BREAKDOWN

First Quarter = ₱ _____
 Second Quarter = ₱ _____
 Third Quarter = ₱ _____
 Fourth Quarter = ₱ _____
Grand Total Bid Cost = ₱ _____

Remarks: Please provide your quotation in every pay item

Note: The SSS shall withhold the VAT from the amount payable to these supplier in accordance with the BIR rules and regulations.

Warranty Period: _____
 Price Term: _____
 Delivery Term: _____
 Price validity: Three (3) months

 Owner/Company Representative
 (Signature Over Printed Name)

Please indicate below your Business Name, Address and Telephone Number and Date Received.

Your Business SSS No.: _____
 PhilGEPS Registration No.: _____
 T I N.: _____
 Date Received: _____

 (Business Name)

 (Address & Telephone No.)

TERMS AND CONDITIONS

1. Fill out all the necessary information.
2. **Terms of Payment:** Direct payment to supplier's bank account or check payment (if applicable) upon inspection and acceptance of goods/services by SSS.
3. The SSS shall withhold the VAT from the amounts payable to the suppliers in accordance with B.I.R. regulations. Please see Item 6 for other terms and conditions.
4. **Mode of Submission:**
 - **For RFQ with Approved Budget of Php100,000.00 and below** – Submit your quotation (**Open Canvass/Envelope**) to the procuring branch through any preferred means before the deadline of submission.
 - **For RFQ with Approved Budget of above P100,000.00** – Submit your quotation through a **Sealed Envelope** to the procuring branch through any preferred means before the deadline of submission.
 - a) **SEALED ENVELOPE** to be dropped at the drop box located at SSS Building, Macabulos Drive, San Vicente, Tarlac City 2300. The sealed envelope shall be addressed to Mr. Primitivo D. Verania, Jr., Luzon Central 1 Division BAC Chairperson and indicate the solicitation/RFQ form number, company name, name of company representative, business address and contact details.
 - b) **VIA ELECTRONIC MAIL** at grp_lc1sealedquotations@sss.gov.ph with the following requirements:
 1. Quotations and attachments should be in portable document format (pdf) and a compressed/ziped and protected by a password.
 2. Name the folder by Solicitation/RFQ Number and the Project Title.
 3. Passwords shall be made available thru email or SMS on the date and time stated on the RFQ.
 - **RFQ sent through fax or email** must be signed.
 - **The applicable documentary requirements must be submitted upon submission of offers/quotation.** (As listed in Item 7.)

5. The SSS is tax-exempt and shall be exempted from payment of VAT, as confirmed by the Department of Finance. It shall however, withhold the VAT from the amounts payable by the SSS to these suppliers in accordance with the BIR regulations.
6. Failure to satisfactory deliver the goods on the delivery date, the supplier is liable for delay and shall pay the SSS liquidated damages in the amount of at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. ---- xxx (Sec. 68 Rule XXII 2016 RIRR RA9184)

	VAT REGISTERED	NON-VAT REGISTERED
VAT		
Labor	5%	
Materials	5%	
%TAX		
Labor		3%
Materials		3%
EWT		
Labor	2%	2%
Materials	1%	1%

7. List of documentary requirements, where applicable:
 - a) **BIR Certificate of Registration and Sample Official Receipt (OR)** – first-time bidders to submit BIR 2303 copy and sample OR for the employer's name to be encoded in our System Application and Products (SAP) in Data Processing Database
 - b) **Documentary Requirements for Alternative Methods of Procurement (Appendix A of Annex "H" of the 2016 Revised Implementing Rules and Regulations of RA 9184, as amended by GPPB Resolution No. 21-2017, dated 30 May 2017.)**

Alternative Modality	Mayor's Business Permit	Professional License / Curriculum Vitae (Consulting Services)	PhilGEPS Reg. Number	PCAB License (Infra.)	NFCC (Infra.)	Income Business Tax Return	Omnibus Sworn Statement
I. Direct Contracting [Section 50]	✓		✓			For ABCs above P500K	
II. Shopping [Sec 52.1(b)]	✓		✓				
III. Negotiated Procurement							
A. Emergency Cases (Section 53.2)]	✓			✓	For ABCs above P500K	For ABCs above P500K	For ABCs above P500K
B. Take-Over of Contracts (Section 53.3.2; for new bidders)	✓	✓	✓	✓	✓		
C. Adjacent/ Contiguous (Section 53.4)				✓	✓		
D. Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services (Section 53.6)	✓	✓	✓			For ABCs above P500K	
E. Highly Technical Consultant (Section 53.7)	✓	✓	✓				
F. Small Value Procurement (Section 53.9)	✓	✓	✓	✓		For ABCs above P500K	For ABCs above P50K
G. Lease of Real Property Or Venue (Section 53.10)	Except for gov't agencies as lessors		Except for gov't agencies as lessors			Except for gov't agencies as lessors	

* For individuals engaged under Sec. 53.6, 53.7 and 53.9 of the IRR of RA 9184, only the BIR Certificate of Registration shall be submitted in lieu of the Mayor's Permit.

** Requirements under Section 53.6 of the IRR of RA 9184 will not apply to artists such as singer, performer, poet, writer, painter and sculptor who are not engaged in business.

*** For methods of procurement requiring Mayor's Permit and PhilGEPS Registration Number, Certificate of Platinum Membership may be submitted in lieu of the said documents.

This is to certify that the price offer conforms to the specification of the project and that the above terms and conditions are understood and complied.

Owner/Company Representative