



**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
	<b>1</b>	<b>LOT</b>	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: <b>NP-SVP</b> Mode of Evaluation: <b>PER LOT</b> Date Received: 27 January 2021	1 <sup>ST</sup> Quarter P _____ 2 <sup>nd</sup> Quarter P _____ 3 <sup>rd</sup> Quarter P _____ 4 <sup>th</sup> Quarter P _____  <i>See attached bidder's proposal form (Annex A)</i>	
<b>GRAND TOTAL ABC = P231,000.00</b>					

**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