



RFQ No. : VW2-21-003

Republic of the Philippines  
**SOCIAL SECURITY SYSTEM**  
**VISAYAS WEST 2 DIVISION**  
 GT Plaza Mall, M.H. Del Pilar St., Molo, Iloilo City

**SEALED CANVASS FORM**

**REQUEST FOR QUOTATION**

\_\_\_\_\_ Date

Sir / Madam:

Please furnish us with your quotation on or before \_\_\_\_\_ for the following items:

No.	Quantity	PARTICULARS	Unit Cost	Total Cost
1	LOT	<p>QUARTERLY PREVENTIVE MAINTENANCE SERVICES OF UNINTERRUPTIBLE POWER SUPPLY (UPS) FOR FOUR (4) QUARTERS OF 2021, AT VARIOUS SSS BRANCHES UNDER VISAYAS WEST 2 DIVISION.</p> <p>(PLEASE SEE ATTACHED TERMS OF REFERENCE FOR DETAILS)</p> <p><b>ABC P 104,400.00</b></p>	P _____ /Unit	P _____

**Delivery Terms: 30 Calendar Days from receipt of approved Job Order / Purchase Order.**

**Mode of Procurement:**

**Payment Terms: Supplier shall be paid in accordance to Government Terms.**

**Price validity : Three (3) months**

**GENERAL CONDITIONS:**

- Suppliers shall submit this Request for Quotation duly filled up together with the latest Mayor's Permit, Philgeps Registration No. , BIR 2303, Sample Receipt (to be submitted once a year) and Omnibus Sworn Statement if ABC is greater than P50,000.00.
- For canvass with an ABC of P 100,000.00 and above**, the winning bidder is required to post a Performance Bond within Three (3) Calendar Days from receipt of Notice of Award equivalent to 5% Cash, Cashier's / Manager's Check, Bank Guarantee / Draft or 30% Surety Bond callable upon demand, of the contract price.
- Winning bidder who fails to satisfactorily deliver goods under the contract within the specified schedule , inclusive of duly granted extensions, if any, shall be liable for damages equal to One-tenth (1/10) of one percent (1%) of cost of the goods schedule for delivery for every day of delay until such goods are finally delivered.
- SSS reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract (Section 41, 2016 RA 9184)

Very Truly Yours,

*Troy T. Magbanua*  
**TROY T. MAGBANUA**

CEO II -AGAS, VW2 Division

**Tel. No. (033) 3302961**

Email Address : magbanuatt@sss.gov.ph

This is to certify that my Company is updated in the payment of contributions and loans to SSS and after having carefully read and accepted your General Conditions, we bind ourselves to the price quoted on the space provided above.

\_\_\_\_\_  
 Owner/Company Representative  
 ( Sign over Printed Name)

**Please indicate below your Business Name.**

**Address and Telephone Number and Date Received.**

**Business Name:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**E Mail Address:** \_\_\_\_\_ **Tel. No.:** \_\_\_\_\_

**PhilGeps Registration No.** \_\_\_\_\_ **TIN No.** \_\_\_\_\_

**Your Business SSS Number:** \_\_\_\_\_

**Date Received :** \_\_\_\_\_

**PROJECT : QUARTERLY PREVENTIVE MAINTENANCE SERVICES OF UNINTERRUPTIBLE POWER SUPPLY (UPS) AT VARIOUS SSS BRANCH OFFICES UNDER VISAYAS WEST II DIVISION.**

**SUBJECT : TERMS OF REFERENCE (TOR)**

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**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.

**PROJECT : QUARTERLY PREVENTIVE MAINTENANCE SERVICES OF UNINTERRUPTIBLE POWER SUPPLY (UPS) AT VARIOUS SSS BRANCH OFFICES UNDER VISAYAS WEST II DIVISION.**

**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.

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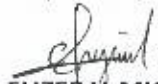
**SUBJECT : COST ESTIMATE**

Item No.	SSS Branches	UPS Capacity	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter
1	Antique	10 KVA, 1 Ø	5,500.00	5,500.00	5,500.00	5,500.00
2	Kalibo	10 KVA, 1 Ø	5,500.00	5,500.00	5,500.00	5,500.00
3	Iloilo - Central	25 KVA, 3 Ø	5,500.00	5,500.00	5,500.00	5,500.00
4	Iloilo - Molo	10 KVA, 1 Ø	5,500.00	5,500.00	5,500.00	5,500.00
5	Roxas	10 KVA, 1 Ø	5,500.00	5,500.00	5,500.00	5,500.00
<b>Project Cost =</b>			<b>₱ 27,500.00</b>	<b>₱ 27,500.00</b>	<b>₱ 27,500.00</b>	<b>₱ 27,500.00</b>

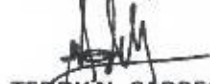
**BREAKDOWN**

First Quarter	=	₱ 27,500.00
Second Quarter	=	₱ 27,500.00
Third Quarter	=	₱ 27,500.00
Fourth Quarter	=	₱ 27,500.00
<b>Approved Budget for the Contract (ABC)</b>	<b>=</b>	<b>₱ 110,000.00</b>

Prepared by:

  
**ELIZER V. MIGUEL**  
JEA/Engineer

Reviewed by:

  
**TEDDY N. CARREON**  
CEO III, BSSD

Noted by:

  
**ELPIDIO S. DE CHAVEZ**  
Department Manager III, BSSD