PALACIO DEL GOBERNADOR

CONDOMINIUM CORPORATION
(A Non-Stock and Non-Profit Organization)
Gen. Juna St., cor. A. Soriano Jr. Ave., Intramuros Manila
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REQUEST FOR QUOTATION

The Palacio del Gobernador Condominium Corporation will undertake a Small Value Procurement for the Conduct of One Year Preventive Maintenance of Low Voltage Switchgear (LVSG); Synchronizing Panel; Automatic Transfer Switch (ATS); Enclosed Circuit Breaker (ECB); Fire Detection and Alarm System (FDAS), Capacitor Bank; GENSET and Pumps in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project	:	Monthly Preventive Maintenance services for one year of the following utility system of the Palacio del Gobernador Building: a. Pumps b. Generator Set c. Low Voltage Switchgear (LVSG) Synchronizing Panel, ATS and ECB d. Fire Detection and Alarm System
Scope of Work:		See attached list.
Location	:	Basement, Palacio del Gobernador Cond. Corp., A. Soriano Ave. cor. General Luna St. Intramuros, Manila.
Approved Budget for the contract	:	Nine Hundred Ninety Thousand Pesos (P990,000.00) a year Eighty Two Thousand Five Hundred Pesos (82,500.00) a month VAT INCLUSIVE

Submission of quotation and eligibility documents is on or before NOV. 20, 2020 at the Administration Office, Basement, Palacio del Gobernador Cond. Corp., A. Soriano Ave. cor. General Luna Street, Intramuros, Manila. Open submission may be submitted, manually or through facsimile.

For inquiry, you may contact us at Tele Fax No. 8-559-9119.

Very truly yours,

ATTY. RAYMUNDO U. TAN
OIC Administrative Committee
Bureau of the Treasury and
Chairman, PDGCC Administrative Committee

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SCOPE OF WORK:

1. **CONTRACTOR** shall perform Preventive Maintenance Services to maintain the equipment in operating condition by conducting systematic inspection, functional and operational testing at predetermined time intervals, in accordance with a prepared maintenance program.

2. **CONTRACTOR** shall submit the maintenance program within fifteen (15) days from **signing of the Agreement for the approval of the OWNER.**

3. **CONTRACTOR** shall assign competent technical personnel and provide all the tools and equipment necessary to perform the services required under the Agreement.

4. **CONTRACTOR** shall submit to the OWNER or his duly authorized representative, s Service Report for every completed Scheduled Service. The Service Report shall show the work performed and any detected deterioration, defect or abnormal condition on the equipment.

5. A written **Annual Comprehensive Maintenance Program**, specific to the Building to be serviced shall be submitted for the approval of the owner or his designated authority having jurisdiction.

6. The PM services does not include any addition, replacement, transfer, rewiring, upgrading, expansion and any other addition of new equipment and/or devices. A separate proposal shall be submitted subject to the approval of the customer in case of such requirements.

TECHNICAL SPECIFICATION:

1.1 PREVENTIVE MAINTENANCE OF SUMP PUMP, FIRE PUMP, JOCKEY PUMP AND BOOTER PUMP

Record equipment data

- Check all mounting and flange bolts to insure proper torque
- Check equipment base for soundness
- Visual inspection of pump grout soundness
- Check for mechanical seal leaks
- Check condition of oil and grease seals.
- Check packing for excessive leakage and adjust and/o replace
- Make sure all gauges are operational
- Remove coupling guard, check alignment and correct as required
- Check pump suction, discharge and bypass valves to ensure they are open and piping is free leaks
- Test the automatic start by opening a test line to reduce system pressure
- Check operation of the starting devices
- Check alarm conditions
- Check that controller is in automatic start by opening a test line to reduce system pressure

- Check that controller is in automatic start mode
- Clean level sensors (Floats, Transducers) and check for proper operation
- Check pump connection for proper sealing
- Put the unit into service, check bearing temperatures, listen and record any mechanical or hydraulic noise
- Make note on the field report of any findings that may require additional work.

1.2 PREVENTIVE MAINTENANCE FOR DIESEL GENERATOR SET

SYSTEM SPECIFICATION:

- 550 KVA Generator Set

Weekly Preventive Maintenance

- Check Radiator
- Check coolant lines, connections and hose
- Check electrical system, accessories and components
- Check exhaust manifold, piping and connections
- Check fuel filter, primary and secondary
- Check oil leak hose, connections and seals
- Check oil pump pressure

Monthly Preventive Maintenance

- Check Radiator
- Check battery electrolyte level
- Shutdown mechanism
- Check alternator and electrical starter
- Check A/C generator voltage frequency
- Check air cleaner units
- Check generator frameworks, housing, casing and structure
- Check vibration mounts
- Check oil pump pressure
- Check crank case breather
- Check accessories, components safety mechanism and grease fitting
- Check fuel system components
- Start and run engine
- Check all gauges and lights
- Listen for engine smoothness noises and oddities

1.3 LOW VOLTAGE SWITCHGEAR (LVSG), SYNCHRONIZING PANEL, ATS AND ECB
SYSTEM SPECIFICATION:

- Low Voltage Switchgear (LVSG)
- Automatic Transfer Switch (ATS)
- Enclosed Circuit Breakers (ECB)

Daily Preventive Maintenance

- Check the functions of Lamps and Indicators
- Inspect locking devices for signs of damage or worn
- Inspect the control wiring, relays, power supply units and timers where applicable
- Use heat sensitive detector to locate any hot spots or joints

Weekly Preventive Maintenance

- Clean thoroughly, vacuum and full visual inspection of exterior and interior of all Low Voltage Switchboard

Annual Preventive Maintenance
- Clean all draw out type circuit breaker and check status of its accessories
- Clean cradle and contact jaw terminal using contact cleaning compound
- Check and torque test the bolted electrical connections as necessary to specified levels
- Final verification – undertake an insulation resistance test and operational check.

1.4 FIRE DETECTION AND ALARM SYSTEM

Daily Inspection

Visual Inspection
- Control panel
- Smoke detector

Measure, Check and Record
- Battery voltage
- Alarm signal
- Back-up battery

Weekly Routine Test and Maintenance
- Check control panel, batteries and charger
- Check battery voltage
- Check smoke detector if fastened to the wall or ceiling
- Check if no physical damage, paint application or have grease or dirt accumulation
- Check smoke alarm signal when the test device is operated

Monthly Routine Test and Maintenance
- Clean the Control Panel, Batteries and Charger
- Check the Battery Voltage
- Check the charger input and output voltage
- Check the mains failure by disconnecting main power
- Check the battery failure by disconnecting the battery
- Put the system on and check the lamps
- Activate (test) the detector and the alarm
- Calibrate the charger, if necessary
- Check the detections circuit
- Check the alarm circuits
- Put off the system and clean all the detectors
- Clean all bulls and sounders
- Check the detection fault removing the detector
- Check the alarm circuit fault by removing the bell and sounder