



PURCHASE REQUEST
Department of Foreign Affairs
Agency

Department Office of Asset Management and Support Services PR No.: 12-01724 Date _____
OAMSS

Section Engineering and Maintenance Division SAI No.: _____ Date 04-Dec-24

Stock No.	Unit	ITEM / DESCRIPTION	Quantity	Unit Cost	Total Cost
	SET	Hiring of Services For Repair and Maintenance for the 846 KVA Generator Set at OCA ASEANA	1		
		Scope Of Works			
		A. Conduct Periodic Maintenance of the Generator Set (846 KVA)			
		Supply of the following consumable Items:			
		1. Diesel Engine Oil			
		2. Engine Coolant			
		3. Fuel Filter			
		4. Air Filter/Air Cleaner			
		5. Oil Filter			
		B. Supply, Delivery and Installation of Generator Set Radiator			
		1. Dismantling of defective Radiator Assembly.			
		2. Dismantling and restoration of existing steel louver			
		3. Dismantling and hauling of defective parts			
		4. Submit Accomplishment report and recommendations			
		C. Mobilization and Demobilization			
		1. Provide specialized Technician and special tools			
		2. Wash down and remove oil dirt on radiator and engine			
		3. Drain and change lube oil, lube filter, fuel filter, and air filter.			
		4. Check all filter fittings and tube for possible blocking			
		5. Clean filter casing and check mounting and bracket			
		6. Run test generator and check for fuel leaks			
		7. Install new filters and fill in new engine oil			
		8. Monitor running of generator set and check parameter readings while in operation			
		9. Check existing control module like speed controller			
		10. Check AVR controller and potentiometers			
		11. Check and test individually the controller of Generator Set			
		12. Test Run individually to monitor the under/over voltage of Generator Set			
		13. Evaluate final test run			
		14. Submit accomplishment report and recommendation			
		TOTAL COST			Php 990,000.00

Purpose: To ensure the continuous and efficient operation of the generators during power outage in the building.

Signature _____
Printed Name: **PATRICK JOHN U. HILADO**
Designation: Assistant Secretary, OAMSS