



**REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FOREIGN AFFAIRS**

Tel No.:

Date: 14 December 2024

**REQUEST FOR QUOTATIONS OF PRICES**

Sir / Madam:

Please submit your lowest price quotation for the following items individually described below, subject to the following conditions:

1. Quotations submitted to this office will be considered the final offer. In the event that the price is acceptable, a properly accomplished and approved PURCHASE ORDER or JOB ORDER will be served to the supplier/contractor. The delivery date will be indicated in the Purchase/Job Order.
2. The Department hereby reserves the right to reject any/all offers; and accept any/all offers it may consider most economical and advantageous to the Government.
3. Goods/Services supplied delivered shall be subject to the usual inspection by the Department's Internal Audit or duly authorized representative and
4. Payment will only be effective by strict compliance with the usual prescribed accounting and auditing requirements.
5. Deadline for Submission of Quotation: 17 December 2024

QTY	Unit	ITEM / DESCRIPTION	Unit Cost	Approved ABC
1	SET	<b>Hiring of Services For Repair and Maintenance for the 846 KVA Generator Set at OCA ASEANA</b>		
		Scope of Works:		
		<b>A. Conduct Periodic Maintenance of the Generator Set (846 KVA)</b>		
		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>B. Supply, Delivery and Installation of Generator Set Radiator</b>		
		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		
		<b>C. Mobilization and Demobilization</b>		
		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		
		<b>TERMS OF PAYMENT</b>		
		1. The Contractor shall be paid within thirty (30) working days upon complete delivery of services to be certified by the End User and the submission of the sales invoice and complete		

