



ASTI – FM 03-17
REV 2 / 31 January 2020

PURCHASE ORDER

Supplier:	Castle Power Solutions Philippines, Inc.	PO No.:	21-06-093
Address:	2nd Floor, The Gallery Building, 80 E. Rodriguez Jr. Ave. Libis, Quezon City	PO Date:	June 08, 2021
TIN:	008-124-982	Mode of Procurement:	NP: Small Value Procurement

Gentleman:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery:	ASTI Bldg., C.P. Garcia Ave., U.P. Technology Park Complex, U.P. Campus, Diliman, Quezon City 1101	Delivery Term:	Provided for Under Description
Date of Delivery:		Payment Term:	Government Terms
		Warranty Term:	

Stock / Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Lot	<p>Monthly Preventive Maintenance for Generator Sets, including its peripherals</p> <p>I. LOCATION</p> <p>1.1 ASTI Building and grounds located at C.P. Garcia Ave., UP Diliman, Quezon City, 1101.</p> <p>II. CONTRACT PERIOD</p> <p>The contract period is until December 2021.</p> <p>III. QUALIFICATION OF SERVICE PROVIDER</p> <p>The SERVICE PROVIDER must have the required experience and expertise to carry out the pest control services. The following must be submitted as part of the post qualification:</p> <p>1. Must be in business of generator maintenance services for the past three (3) years (SEC/DTI Registration, Business Permit) and a distributor of the brand of generator gets installed in ASTI;</p> <p>2. Certified technician/s with at least three (3) years working experience in preventive maintenance of generator to be assigned in ASTI;</p> <p>3. Must have attended relevant training within the last three (3) years, as evidenced by Training Certificates of technicians who will be assigned to ASTI (submit certification of the generator technician);</p> <p>4. Proven track record in rendering satisfactory provision of generator maintenance services (submit a copy of certificate of satisfactory rating issued by current or previous client, other than DOST-ASTI);</p>	1	₱294,720.00	₱294,720.00

5. Must provide a copy of Certificate of Manufacturer's Authorized Distributorship of FG Wilson and Perkins spare parts.

6. Must have an Authorized Service Center or must be a Certified Service Provider in the Philippines to conduct service repair and preventive maintenance for FG Wilson and Perkins Generator Sets.

IV. SCOPE OF WORK

No. GENERATOR DETAILS RATING ENGINE MODEL

- 1 P220HE2 FG WILSON 250KVA 1300SERIES
- 2 PERKINS 350KVA 1506A-E88TAG5
- 3 ATS 1PANEL
- 4 SYNCHRO PANEL 2 PANEL

1. GENERAL PREVENTIVE MAINTENANCE

1.1 Cooling System

- 1.1.1 Check radiator level
- 1.1.2 Check water leaks, if any
- 1.1.3 Check all radiator hoses

1.2 Fuel System

- 1.2.1 Check fuel level
- 1.2.2 Check fuel filters

1.3 Air Induction and Exhaust System

- 1.3.1 Check Air Cleaner
- 1.3.2 Check Exhaust Pipe

1.4 Lubrication System

- 1.4.1 Check Oil Level
- 1.4.2 Check Oil Leaks, if any

1.5 Starting System

- 1.5.1 Check battery cables and connections
- 1.5.2 Check battery fluid and terminals
- 1.5.3 Check fan belts
- 1.5.4 Check alternator belts

1.6 Control Panel

- 1.6.1 Check PBC and Module
- 1.6.2 Check all fuses
- 1.6.3 Check all electrical connections

1.7 Testing

- 1.7.1 Testing without load
 - 1.7.1.1 Voltage
 - 1.7.1.2 Frequency / RPM
 - 1.7.1.3 Oil Pressure
 - 1.7.1.4 Water Temperature
 - 1.7.1.5 Running Hour Meter
 - 1.7.1.6 Battery Voltage
- 1.7.2 Testing with load
 - 1.7.2.1 Voltage
 - 1.7.2.2 Frequency / RPM
 - 1.7.2.3 Current
 - 1.7.2.4 Oil Pressure
 - 1.7.2.5 Water Temperature
 - 1.7.2.6 Test AVR and Exciter

1.8 Megger Test

- 1.8.1 Insulation

<p>1.9 Battery</p> <p>1.9.1 Check battery water level and refill water, if necessary.</p> <p>1.9.2 Check Battery DC output voltage and charging rate.</p> <p>1.9.3 Replace battery, if necessary.</p> <p>1.10 Sanitation</p> <p>1.10.1 Check Cleanliness</p> <p>2. Automatic Transfer Switch (ATS)</p> <p>2.1 Check ATS indicator lamps and breaker</p> <p>2.2 Checking of temperature on busbar and terminal connection using thermal scanner.</p> <p>3. Preventive Maintenance for Synchro-Panel</p> <p>3.1 Preventive Maintenance and Check-up</p> <p>4. Change Oil, Coolant and Filters</p> <p>4.1 Replace radiator liquid with coolant additive</p> <p>4.2 Replace coolant/water filters</p> <p>4.3 Replace fuel filters</p> <p>4.4 Replace oil/lube filters</p> <p>4.5 Change engine oil</p> <p>4.6 Disposal of all waste fluids (if applicable)</p> <p>2. REPAIR SERVICE</p> <p>1. The Service Provider shall make available the necessary repair services during unscheduled breakdown of equipment for seven (7) days a week. Enrolled generator sets are given priority service attention and service assistance can be requested in a 24 Hour, 7 Days a week basis.</p> <p>2. The Service Provider must provide a list with contact details of trained technicians/engineers/ personnel who are competent and qualified to provide technical support.</p> <p>3. The Service Provider shall respond with its best effort upon receipt of emergency call, complaint or trouble notice and shall mobilize its resources within 6 to 12 hours after office hours or 48 hours during weekend and holiday.</p> <p>4. The Service Provider will submit a quotation for the equipment rehabilitation and major repair.</p> <p>3. SPARE PARTS</p> <p>1. The Service Provider shall make available all PM parts and other fast moving spare parts needed for the uptime of the generator set.</p> <p>2. All replacement parts are warranted for three (3) months against factory defects upon installation.</p> <p>3. The Service Provider will submit a quotation for any spare parts as replacement for the diagnosed defective parts and will wait for approval from the End-user prior to delivery and installation.</p> <p>4. All defective and used parts will be turned over to the End-user's representative for proper disposal. Used oil on the other hand, will be disposed by the Service Provider.</p>			
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V. OBLIGATIONS OF THE SERVICE PROVIDER

1. Conduct the monthly preventive maintenance, check-up and related minor repairs according to schedule to ensure reliable operation of the Generator Sets during the period coverage. Supplies/materials needed for replacement of engine oil, coolant and filters shall be provided by the supplier (breakdown and materials cost shall be part of the quotation)
2. Provide qualified technicians, supervision, tools and equipment necessary to conduct the regular preventive maintenance check-up and related corrective repairs.
3. Undertakes minor adjustments and repairs as required in the manufacturer's periodic schedule. Labor and supplies, at no cost to ASTI.
4. Submits Service Report to the customer or site representative upon completion of work, before leaving the site. Detailed Incident Report may also be requested for further information needed.
5. In case of major repair, the supplier will submit quotation of materials and spare parts needed, including scope of work to be done (applicable only if the unit is no longer under warranty).
6. Dispatch of the technicians for request of service assistance must be done within 24 hours upon receipt of complaint/report.
7. Designate a head office-based personnel who will be responsible in managing and providing administrative support services. 24/7 support thru phone and email, including regular holidays, special holidays and government announced holidays. On-call support services must also be provided in situations that require the presence of personnel, as urgently needed to perform critical activities. Response time is within 4 hours from receipt of call.
8. Provides related maintenance training on site to the end-user's representative during the scheduled check-up service.

VI. SCHEDULE OF PREVENTIVE MAINTENANCE

The schedule of preventive maintenance shall be as follows:

ACTIVITY	FREQUENCY	SCHEDULE
General Preventive Maintenance	Monthly	Every 3rd Friday of the Month
Preventive Maintenance of ATS and Synchro Panel	Semi-Annual	3rd Friday of July 3rd Friday of November
Change Oil, Coolant and Filters	Yearly	3rd Friday of September

	<p>VII. DUTIES AND RESPONSIBILITIES OF THE ASTI</p> <p>The ASTI, through Property and Supply Section, shall closely monitor the implementation of the preventive maintenance activity in accordance with the specifications and conditions of the Contract.</p> <p>During each scheduled preventive maintenance, an authorized representative of ASTI shall be available to supervise the procedures and ensure that office properties, such as computers and other equipment are secured.</p> <p>VIII. PAYMENT SCHEDULE</p> <p>Payment to the Service Provider shall be made on a monthly basis upon acceptance of ASTI, subject to the submission of billing statement, duly accomplished service report forms and other documentary requirements.</p> <p>Services not performed due to unavailability of the equipment and/or as found deemed unnecessary to protect the generator set and its peripherals shall not be included in the billing statement.</p> <p>IX. LIQUIDATED DAMAGES</p> <p>Non-compliance with the Terms and Conditions stated in the Contract will result in the payment of corresponding penalties/liquidated damages of the Contract Price by the winning Service Provider. ASTI reserves the right to rescind the contract after the Service Provider fails to comply for a maximum of three (3) periods, without prejudice to other courses of action and remedies open to it.</p> <p>X. DISPUTE RESOLUTION</p> <p>1. In the matter of dispute, should any dispute related to the Contract and/or rights of the parties arise, the same shall be submitted to mutual consultation, mediation and arbitration, in the order of application. The venue of the proceedings shall be in Quezon City.</p> <p>In case of court suit, the venue shall be the courts of competent jurisdiction in Quezon City, to the exclusion of all other courts; and</p> <p>2. Any amendment or additional terms and conditions to the Contract must be in writing, signed and acknowledged by the Parties.</p> <p><i>(Please see attached quotation.)</i></p>			
			TOTAL:	₱294,720.00
(Total Amount in Words)	Two Hundred Ninety Four Thousand Seven Hundred Twenty Pesos Only			

The contract price is inclusive of taxes and other fees or charges. In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, DOST-ASTI may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances and in accordance with the provisions of the latest implementing rules and regulations of RA 9184.

Conforme:

Very Truly Yours,

(Signature over Printed Name of Supplier)

FRANZ A. DE LEON, Ph.D.
Director, DOST-ASTI



Digitally signed by Callao
Reynaldo, Joseph Alderson Jr.
Date: 2021.06.09 07:33:48
+0800

(Date)

Fund Cluster:	<u>01</u>	ORS / BURS No.:	<u>011011012021-06-000295</u>
		ORS / BURS Date:	<u>June 10, 2021</u>
Funds Available:	<u>Php 294,720.00</u>	Amount:	<u>₱294,720.00</u>
 GAY CONCEPCION S. BUGAGAO _____ Accountant III			



08 June 2021

NOTICE TO PROCEED
 ALTERNATIVE MODE OF PROCUREMENT

Ms. ANNA MAE FABREGAS
 Parts Sales and Service Rep.
Castle Power Solutions Philippines, Inc.
 2nd Floor, The Gallery Building,
 80 E. Rodriguez Jr. Ave.
 Libis, Quezon City

Dear Ms. Fabregas,

This Notice to Proceed is hereby issued for the following contract details:

	Contract Name	: Supply and Delivery of Monthly Preventive Maintenance for Generator Sets, Including its Peripherals
	Purchase Request No.	: GAA-20-12-10768
	Purchase / Work Order No.	: 21-06-093
	Total Contract Price	: Php 294,720.00
(inclusive of taxes, import duties and all other charges or fees)	Total Contract Price in Words	: Two Hundred Ninety Four Thousand Seven Hundred Twenty Pesos

Upon issuance of this Notice, your company, **Castle Power Solutions Philippines, Inc.** is hereby directed to commence the delivery of items and/or performance of services stipulated in the said Purchase Order which shall become due and demandable in accordance with the delivery schedule stipulated therein.

Please acknowledge receipt and acceptance of this Notice by signing in the space provided below. There are two (2) copies of this document; you may keep one copy and return the other to the Bids and Awards Committee (BAC) Secretariat of the Advanced Science and Technology Institute. Should you have any questions or clarifications, you may reach us at bac-sec@asti.dost.gov.ph.

Respectfully,

FRANZ A. DE LEON, Ph.D.

Director

Digitally signed by Callao
 Reynaldo Joseph Aldecoa Jr.
 Date: 2021.06.09 07:33:06
 +08'00'

DATE OF ISSUANCE:

RECEIVED BY:

 Signature over Printed Name

 Date and Time