



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

PURCHASE ORDER

Supplier:	Castle Power Solutions Philippines, Inc.	PO No.:	22-02-040
Address:	The Gallery Building, 80 E. Rodriguez Jr. Ave. Brgy. Ugong Norte, Quezon City	PO Date:	February 11, 2022
TIN:	008-124-982-000	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>Preventive Maintenance Services for Generator Sets</p> <p>1. BACKGROUND and OBJECTIVES</p> <p>1.1. The DOST-Advanced Science and Technology Institute intends to engage the services of Bidder/Contractor duly authorized and with the necessary expertise, experience and capacity to maintain and/or recommend replacement of parts accessories of generator sets.</p> <p>1.2. The approved budget for the contract is inclusive of all applicable government taxes and services charges.</p> <p>1.3. The technical specifications indicated herein are minimum requirements, unless otherwise specified.</p> <p>2. PROJECT COVERAGE</p> <p>The scope of services covers comprehensive maintenance and services for all generator sets of DOST-ASTI.</p> <p>3. LOCATION</p> <p>ASTI Building and grounds located at C.P. Garcia Ave., UP Diliman, Quezon City, 1101.</p> <p>4. CONTRACT PERIOD</p> <p>The contract period is for January to December 2022.</p> <p>5. QUALIFICATION OF SERVICE PROVIDER</p> <p>The SERVICE PROVIDER must have the required experience and expertise to carry out the preventive maintenance services. The following must be submitted as part of the post-qualification:</p> <p>5.1 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 sets installed in ASTI;</p> <p>5.2 Certified technician/s with at least three (3) years working experience in preventive maintenance of generator to be assigned in ASTI;</p> <p>5.3 Must have attended relevant training within the</p>	1	₱344,720.00	₱344,720.00

last three (3) years, as evidenced by Training Certificates of technicians who will be assigned to ASTI and EPDC (submit certification of the generator technician);

5.4 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);

6. SCOPE OF WORK

ITEM NO. GENERATOR DETAILS RATING ENGINE MODEL

- 1 P220HE2 FG WILSON 250KVA 1300series
- 2 PERKINS 350KVA 1506A-e88TAG5
- 3 ATS 1 Panel
- 4 SYNCHRO PANELS 2 Panels

6.1 GENERAL PREVENTIVE MAINTENANCE

6.1.1 Cooling System

- 6.1.1.1 Check radiator level
- 6.1.1.2 Check water leaks, if any
- 6.1.1.3 Check all radiator hoses

6.1.2 Fuel System

- 6.1.2.1 Check fuel level
- 6.1.2.1 Check fuel filters
- 6.1.3 Air Induction and Exhaust System

6.1.3.1 Check Air Cleaner

6.1.3.2 Check Exhaust Pipe

6.1.4 Lubrication System

6.1.5 Check Oil Level

6.1.5.1 Check Oil Leaks, if any

6.2 Starting System

6.2.1 Check battery cables and connections

6.2.2 Check battery fluid and terminals

6.2.3 Check fan belts

6.2.4 Check alternator belts

6.3 Control Panel

6.3.1 Check PBC and Module

6.3.2 Check all fuses

6.3.3 Check all electrical connections

6.4 Testing

6.4.1 Testing without load

6.4.1.1 Voltage

6.4.1.2 Frequency / RPM

6.4.1.3 Oil Pressure

6.4.1.4 Water Temperature

6.4.1.5 Running Hour Meter

6.4.1.6 Battery Voltage

6.4.2 Testing with load

6.4.2.1 Voltage

6.4.2.2 Frequency / RPM

6.4.2.3 Current

6.4.2.4 Oil Pressure

6.4.2.5 Water Temperature

6.4.2.6 Test AVR and Exciter

6.5 Megger Test

6.5.1 Insulation

6.6 Battery

6.6.1 Check battery water level and refill water, if necessary.

6.6.2 Check Battery DC output voltage and charging rate.

6.6.3 Replace battery, if necessary.

6.7 Sanitation

6.7.1 Check Cleanliness

7. Automatic Transfer Switch (ATS)

7.1 Check ATS indicator lamps and breaker

7.1. Checking of temperature on busbar and terminal connection using thermal scanner.

8. Preventive Maintenance for Synchro-Panel

8.1. Preventive Maintenance and Check-up

9. Change Oil, Coolant and Filters

9.1. Replace radiator liquid with coolant additive

9.2. Replace coolant/water filters

9.3. Replace fuel filters

9.4. Replace oil/lube filters

9.5. Change engine oil

9.6. Disposal of all waste fluids (if applicable)

10. OBLIGATIONS OF THE SERVICE PROVIDER

10.1 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.

Quotation must include the supplies/materials needed for replacement of engine oil, coolant and filters (breakdown of materials cost shall also be provided).

10.2 Provide qualified technicians, supervision, tools and equipment necessary to conduct the regular preventive maintenance check-up and related corrective repairs.

10.3 Undertakes minor adjustments and repairs as required in the manufacturer's periodic schedule. Labor and supplies, at no cost to ASTI.

10.4 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.

10.5 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).

10.6 Dispatch of the technicians for request of service assistance must be done within 24 hours upon receipt of complaint/report.

10.7 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.

11. SCHEDULE OF PREVENTIVE MAINTENANCE

The schedule of preventive maintenance shall be as follows:

DOST-ASTI ACTIVITY FREQUENCY SCHEDULE

General Preventive Monthly Every 3rd Friday

Maintenance of the Month

Preventive Maintenance Semi-Annual 20 May and 18 of ATS and Synchro Panels November 2022
Change Oil, Coolant Yearly 16 September 2022 and Filters

12. DUTIES AND RESPONSIBILITIES OF THE ASTI
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. 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.

13. PAYMENT SCHEDULE
Payment to the Service Provider shall be made on a monthly basis for DOST-ASTI and quarterly basis for EPDC upon acceptance of ASTI, subject to the submission of billing statement, duly accomplished service report forms and other documentary requirements.

14. LIQUIDATED DAMAGES
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.

15. DISPUTE RESOLUTION
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.
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
2. Any amendment or additional terms and conditions to the Contract must be in writing, signed and acknowledged by the Parties.

(Please see attached quotation.)

		TOTAL:	₱344,720.00
(Total Amount in Words)		Three Hundred Forty 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

(Date)

Fund Cluster:	<u>01</u>	ORS / BURS No.:	<u>011011012022-02-000091</u>
		ORS / BURS Date:	<u>February 14, 2022</u>
Funds Available:	<u>PHP 344,720.00</u>	Amount:	<u>₱ 344,720.00</u>
 GAY CONCEPCION S. BUGAGAO _____ Accountant III			