



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**CENTRAL OFFICE**  
Manila



Name of Procuring Entity :	Request for Quotation (P.R. No.):	C-0113-0394-24
Revised on:	Date: December 05, 2024	ABC: Php1,000,000.00
Standard Form/Title: <b>REQUEST FOR QUOTATION</b>	Office/End-User:	IMS
Mode of Procurement: <b>Small Value Procurement</b>		
COMPANY NAME :	PHILGEPS No.:	
ADDRESS :	TCC No.:	
TEL./FAX NUMBER :	TIN:	

Please submit your quotation for the item(s) listed below, which may be submitted in person at Room 503, Bidding Room, Procurement Service, 5th Floor, DPWH Bldg., Bonifacio Drive, Port Area, Manila, or thru registered mail, facsimile or E-mail, not later than 9:00 A.M. of DECEMBER 18, 2024.

Quotation may be submitted open or sealed and should be duly signed by the firm's owner or authorized representative subject to the terms and conditions, hereof.

**TERMS and CONDITIONS :**

1. All entries must be typewritten or legibly written.
2. Delivery period within **thirty (30) calendar days** upon receipt of the approved funded Purchase Order (P.O). Administrative penalties pursuant to Sec. 69 of the Revised IRR-RA 9184 shall be imposed for non-delivery without valid reason.
3. Warranty shall be for a minimum of one (1) year for equipment from date of acceptance by the End-User in the event inaccuracy of results occurs.
4. Price validity shall be for a period of sixty (60) calendar days.
5. PhilGEPS Registration Number, Mayor's Permit and Omnibus Sworn Statement shall be attached upon submission of the quotation.  
DTI /SEC and Latest Tax Clearance shall be submitted before the award of Purchase Order (P.O.).
6. To establish financial capability, bidders may attach/include in its quotation a Committed Line of Credit (CLC) equivalent to 10% of the ABC, from a commercial or Universal Bank.
7. Bidders must quote for all of the items and shall submit a proposal on each item and evaluation and award of contract will be undertaken on a lump sum basis.
8. Any erasure, correction or alteration made by the bidders in any of the items shall render the bid non-complying, hence, a ground for disqualification.
9. The DPWH reserves the right to accept or reject any bid to annul the bidding process , and to reject all bids at any time prior to contract award without thereby incurring any liability to the affected bidder.

**MEDMIR G. MALIG**  
Assistant Secretary for Technical Services  
and Information Management Service (IMS)  
Chairperson, BAC for Goods

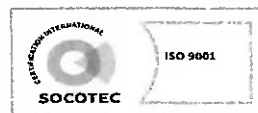
Item No.	ITEMS and DESCRIPTION	QTY.	UNIT	UNIT PRICE	TOTAL PRICE
	<b>Repair and Maintenance of Office Equipment</b>				
1	Replacement of Defective Automatic Transfer Switch (ATS)	1	lot		
	(Please see attached terms of reference)				

	<b>TOTAL AMOUNT (Php)</b>	
	<b>Please specify total amount in words (Php)</b>	
Please specify brand names & model, if applicable. • Brand Name & Model: _____ • Delivery Period: _____		
		Warranty: _____ Price Validity: _____
After having carefully read and accepted your general conditions, I / We quote you on the item(s) at prices note above. If the space for Delivery Period, Warranty and Price Validity are left blank, it means that I concur with the Terms and Conditions specified by DPWH.		
Tel. Nos. 5304-3530 / 5304-3188 / 5304-3208 Email Address: alibin.mikko_paulo@dpwh.gov.ph		_____ <i>Signature Over Printed Name/Date</i> _____ <i>Tel. No./Cellphone No./E-mail Address</i>

12.1.3 JRN/MPOA

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Website: <https://www.dpwh.gov.ph>  
 Tel. No(s): 5304-3000 / (02) 165-02



## **TERMS OF REFERENCE OF THE REPLACEMENT OF DEFECTIVE AUTOMATIC TRANSFER SWITCH (ATS)**

### **I. INTRODUCTION**

#### **Background**

The defective Automatic Transfer Switch (ATS) requires replacement to operationalize the generator set that supply power to the data center in case of power interruptions. This replacement will involve electrical rewiring to optimize performance, enhance reliability, and ensure alignment with data center power demands.

#### **Objective**

This project shall replace the Automatic Transfer Switch (ATS) and integrate it with the existing generator set (Genset) to ensure seamless power backup for the data center during interruptions, minimizing downtime and maintaining continuous operations.

### **II. GENERAL REQUIREMENTS**

#### **A. Scope of Work**

1. Supply, delivery, installation, configuration, commissioning, and testing of the 250 Amps Automatic Transfer Switch (ATS) including electrical materials within 65 calendar days upon the receipt of the Notice to Proceed (NTP).
2. Conduct a site visit to assess and identify all the necessary electrical equipment, materials, and labor needed for the completion of this project. Certification of Site Survey is required and shall be attached to the bid proposal.
3. Submission of proposed plans, layouts, materials manufacturer's catalogs, and diagrams for the implementation, to be attached to the bid proposal and subject for approval of the Department.
4. Configuration of proposed ATS with the existing Genset for automatic transfer and supply of labor, materials, equipment, tools and/or services necessary to complete the project.
5. Preventive Maintenance of existing generator set, 108KVA, 230 Vac, three phase, 60 Hertz with enclosure and soundproofing.
6. Relocation of power supply for UPS from the existing Distribution Panel to the new Main Distribution Panel located at TSD pantry.
7. Relocation of power supply for ACU from the existing Distribution Panel to the new Main Distribution Panel located at TSD pantry.
8. Relocation of power supply for lighting and power outlet from the existing Distribution Panel to the new Main Distribution Panel located at the TSD pantry.

9. Replacement of burn-out feeder wire 3x125mm<sup>2</sup> THHN electrical wire from existing pull box to main circuit breaker 250AT/3Ph, Bolt-on Ind. type.
10. Painting of the electrical work and equipment and restoration of all affected areas to its original condition.
11. Supply and installation of 75AT/3Ph, 230Vac, Bolt-on, ind. type, including the branch circuit busbar

## **B. Vendor Qualification**

The Supplier shall have the necessary eligibility, experience, and expertise with the following requirements:

1. Must be in existence for at least 10 years in the Philippines, with at least 5 completed projects with the same or greater magnitude and complexity of the Data Center Electrical Upgrade.
2. Must not outsource from other Suppliers to deliver the required service. Sub-contracting will not be accepted.
3. Must have the capacity to provide a dedicated Project Team as described in the project team composition for the successful installation, configuration, and commissioning of this project within the prescribed timeline stated in the delivery schedule.
4. Shall provide a matrix indicating the role of the Project Team members attached in the bid proposal. The Department shall have the right to request for replacement of any of the Project Management Team if any of the members fails to perform the required tasks and responsibilities. The replacement personnel should meet the qualifications/requirements stated on the Project Management Team of this Terms of Reference.
5. Shall submit Certificate of Employment (COE), Curriculum Vitae (CV), and Certificate of Expertise, demonstrating experience and compliance with the qualification requirements.

## **C. Project Team**

The Supplier's Project Team shall include the following:

### **1. Project Manager**

The Project Manager shall serve as the primary point of contact/representative of the Supplier and shall be responsible for all administrative and managerial aspects of the project. This includes but is not limited to, the conduct of regular checkpoint meetings to provide updates and report on the project's status until its completion. As such, the Project Manager shall meet the following qualifications:

- A minimum of five (5) years of experience participating in electrical-related projects (to be indicated in the CV) as a Project Manager
- A minimum of two (2) years of permanent employment with the Supplier (to be indicated in the Certificate of Employment).
- Completed Project Management-related training (to be indicated in the CV).

## **2. Registered Electrical Engineer**

The Registered Electrical Engineer shall support the Project Manager in carrying out the project and providing all the deliverables/milestones described in the Project Implementation Plan. As such, the Registered Electrical Engineer shall meet the following qualifications:

- A minimum of three (3) years of experience participating in electrical-related projects (to be indicated in the CV) as Electrical Engineer.
- A minimum of two (2) years of permanent employment with the Supplier (to be indicated in the Certificate of Employment).
- Must be a Licensed Electrical Engineer.

## **3. Safety Officer**

The Safety Officer shall assist the Registered Electrical Engineer in overseeing the general safety of workmanship and installation of the project. The Safety Officer shall meet the following qualifications:

- A minimum of two (2) years of experience participating in electrical-related projects (to be indicated in the CV) as a Safety Officer.
- A minimum of two (2) years of permanent employment with the Supplier (to be indicated in the Certificate of Employment).
- Must be a DOLE accredited Safety Officer.

# **III. TECHNICAL REQUIREMENTS**

## **A. Automatic Transfer Switch (ATS)**

- Size: 250 Amps,
- Three (3) phase
- Available 230 VAC, 50 or 60 Hz
- Electrical Features: Listed under UL 1008, CSA certified:
  - UL listed through 230 VAC.

## **B. Wires, Cables and Conduits**

- 27 mtrs. 150mm<sup>2</sup> THHN Electrical Wire Stranded (Black)
- 17 mtrs. 22mm<sup>2</sup> THHN Electrical Wire Stranded (Black)

- 24 mtrs. 150mm<sup>2</sup> THHN Electrical Wire Stranded (Black)
- 2 80mm dia. IMC Pipe
- 3 80mm dia. IMC Elbow
- 6 80mm dia. IMC Coupling
- 10 80mm dia. IMC locknuts and bushing
- 3 mtrs. 80mm dia. Flexible Metal Conduit
- 4 pcs. 80mm dia. Flexible Metal Connector
- Bracket Support/Expansion Bolt/U Bolt
- 5 pcs. Electrical Tape 3/4"x 8mtrs Big
- 5 pcs. Rubber Tape 3/4"x 8mtrs thickness 20 mil.
- 6 pcs. Mechanical solderless connector 350MCM to 500MCM (2 bolts)
- 2 sets Circuit Breaker 75AT/3Ph, Bolt-on, Ind. type 25KAIC, Easypact, Molded-Case Circuit Breakers (MCCB)
- 1 Pull box 40cmx40cmx30cm powder coated Gauge 16
- Other necessary accessories and connectors

#### **IV. DELIVERY, INSTALLATION AND CONFIGURATION**

<b>Activities</b>	<b>Period</b>
i. Delivery	30 calendar days
ii. Installation and Configuration	30 calendar days
iii. Operational Acceptance	5 calendar days
<b>Total</b>	<b>65 calendar days</b>

##### **Delivery**

The Supplier shall deliver all the necessary hardware, software, and/or licenses within 30 calendar days (cd) upon the receipt of the Notice to Proceed (NTP).

The Inspection and Acceptance Report (IAR) shall be issued to the Supplier after the successful inspection and acceptance of the delivered materials.

##### **Installation and Configuration**

The Supplier shall be able to demonstrate physically and/or through standard utility packages that all requirements are complied with and successfully configured and implemented.

The Supplier must guarantee that all electrical works comply with the Philippine Electrical Code. In addition, the Supplier is responsible for ensuring the successful integration of the supplied ATS to the DPWH Electrical System and Generator Set. Furthermore, the Supplier shall be responsible for all restoration work needed as a result of the electrical works.

In case of incompatibility, the Supplier shall provide the necessary hardware/equipment/materials to make the ATS operational at no additional cost to the Department.

The Supplier shall perform testing of the provided electrical system and ATS. In the event that the test result does not meet the Department's standard, the Supplier shall do the

re-work and repeat the test until both test results satisfy the requirements of the Department.

The Department shall issue an Installation and Configuration Certificate (ICC) after the installation and configuration and testing have been successfully completed by the Supplier.

## **V. OPERATIONAL ACCEPTANCE**

A **5 cd** Operational Acceptance period shall commence upon the receipt of Installation and Configuration Certificate and completion of training. During this period, if the Department finds that there is a problem with the installation of any of the Goods supplied under this Contract, then the Supplier shall rectify the issues at no additional cost and another 5-day period shall commence upon receipt of the remediation/fix of Goods.

The Department shall issue the Operational Acceptance Certificate to the Supplier within after successfully completing 5 cd (continuous) Operational Acceptance period, and after having satisfactorily submitted the required documentation.

## **VI. MAINTENANCE AND TECHNICAL SUPPORT**

### **A. Maintenance**

The Supplier must have currently employed at least one (1) technical support engineer with NC II Certified Engineers for Electrical Installation and Maintenance.

### **B. Technical Support**



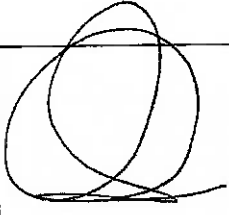
Technical support shall include local telephone and email, 24/7 for problem resolution. On-site support shall have a response time of four (4) hours upon receipt of the incident report.

## **VII. DOCUMENTATION**

**Documentation & Media:** All equipment and software shall be supplied with the standard manufacturer documentation, on any electronic storage media and hard copy version where available.

- As-built plan (topology design, floor) signed and sealed
- Installation and Operation Manual
- Manufacturer documentation
- Electrical Single Line Diagram
- Project Implementation Plan

### VIII. APPROVALS

	NAME	SIGNATURE
Prepared by:	<b>MARY JANE N. PANTOJA</b> Chief, Business Innovation Division WFC	
Reviewed by:	<b>RHALF B. CAWALING</b> Director, Information Management Service G	
	<b>VANESSA G. VILLANUEVA</b> Director, Human Resource and Administrative Service G	
Approved by:	<b>ADOR G. CANLAS, CESO IV</b> Undersecretary, Technical Services and Information Management Service Approved Date: 11 21 24	



## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*  
Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*