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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 7996667  
**Procuring Entity** NATIONAL MUSEUM - MANILA METRO MANILA  
**Title** Preventive Maintenance of Two (2) Units 2000KVA Power Transformer at the National Museum of Anthropology (NMA) Building FY 2021  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	REQUEST FOR QUOTATION NO. BAC 2021-12	<b>Status</b>	Active
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods - General Support Services	<b>Document Request List</b>	0
<b>Category:</b>	General Repair and Maintenance Services	<b>Date Published</b>	14/09/2021
<b>Approved Budget for the Contract:</b>	PHP 320,000.00	<b>Last Updated / Time</b>	14/09/2021 00:00 AM
<b>Delivery Period:</b>	30 Day/s	<b>Closing Date / Time</b>	21/09/2021 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Edwin J. Dela Rosa Head, BAC Secretariat P. Burgos St. Ermita Manila Metro Manila Philippines 1000 63-02-2981100 Ext.1014 bac@nationalmuseum.gov.ph		

**Description**

REQUEST FOR QUOTATION NO. BAC 2021-12

Preventive Maintenance of Two (2) Units 2000KVA Power Transformer at the National Museum of Anthropology (NMA) Building FY 2021

The National Museum of the Philippines (NMP), through the Bids and Awards Committee (BAC) Secretariat, Support Procurement Unit (SPU), invites all eligible suppliers/ merchants/ contractors to bid for the project mentioned above. Bids received in excess of the ABC shall be automatically rejected.

The procurement will be conducted through Alternative Mode of Procurement – Negotiated Procurement, Section 53.9 (Small Value Procurement) of the 2016 Revised IRR of R.A. 9184 otherwise known as the "Government Procurement Reform Act".

Approved Budget for the Contract (ABC): Three Hundred Twenty Thousand Pesos (Php 320,000.00)

Please see attached Terms of Reference for the Technical Specification and Scope of Work.

Bids must be duly received by the BAC Secretariat SPU through manual submission at the office address indicated below. LATE BIDS SHALL NOT BE ACCEPTED.

In view thereof, the BAC Secretariat SPU requests the submission of your Price Quotation/Bid Proposal for the above project on or before September 21, 2021, not later than 10:00 A.M. Kindly place your quotation/bid proposal in a SEALED ENVELOPE together with three (3) copies the following documentary requirements:

- PhilGEPS Registration Number;
- Mayor's /Business Permit;
- DTI Certificate/SEC Registration Certificate;
- Latest Income Tax (paid through the BIR EFPS with BIR Stamp); and

(e) Revised Omnibus Sworn Statement (duly Notarized with seal).

The envelope shall bear the following:

- (a) Title of the project to be bid,
- (b) PhilGEPS Posting Reference Number,
- (c) Name, Address, and Contact Number of the bidder; and
- (d) Addressed to the information indicated below.

The NMP reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders

For further information, please refer to:

Mr. Edwin J. dela Rosa,  
Head - BAC Secretariat  
2/F, BAC Room, North Annex of the  
National Museum of Fine Arts Building (Motorpool),  
Padre Burgos Street, Manila 1000  
Tel. No. 8298-1100 Local 1014

(SGD)

EDWIN J. DELA ROSA  
Head - BAC Secretariat  
Bids and Awards Committee

**Created by** Edwin J. Dela Rosa

**Date Created** 13/09/2021

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**PAMBANSANG MUSEO NG PILIPINAS  
NATIONAL MUSEUM OF THE PHILIPPINES**

**Facilities Management Division**

**TERMS OF REFERENCE**

**"Preventive Maintenance of Two (2) Units 2000KVA Power Transformer at the National Museum of Anthropology (NMA) Building – FY 2021"**

**I. BACKGROUND**

The National Museum of Anthropology (NMA) Building is equipped with Two (2) Units 2000KVA Power Transformer. Since its installation, it was never been subjected into comprehensive checkup to prevent major damage. The parts or components of the transformers will be cleaned and inspected if in good condition. All bolts, terminals and terminations will be retighten and the oil will be tested to check conformity to standards.

**II. OBJECTIVE**

To maintain the effective performance and operations of the Power Transformer of the NMA Building and to provide a satisfactory and safe physical environment for the public and the National Museum collection.

**III. RESPONSIBILITIES**

1. The Contractor shall ensure that service technicians to be assigned at the National Museum Buildings have been well screened, technically and professionally trained, courteous, cooperative, efficient, reliable, trustworthy, well-groomed, physically and mentally fit. No personnel shall be assigned who has not been approved by the Facilities Management Division (FMD).
2. The Contractor and its service technicians shall agree to abide with the safety and security requirements of the National Museum. They must comply with the National Museum House Rules and Regulations, directives, instructions and other existing rules and regulations of the National Museum while inside the National Museum.
3. The Contractor's service technicians shall subject themselves to security checks, but not limited to examination of the person and/or his/her personal belongings.
4. The Contractor shall ensure that its service technicians wear their proper company working uniform equipped with appropriate Personal Protective Equipment (PPE) and identification cards while performing service maintenance and repair works inside the National Museum's premises. Loitering inside the National Museum's premises is not allowed.
5. The Contractor shall provide/equip all its service technicians with the tools during the course of the contract without any additional cost to the National Museum.
6. The Contractor shall see to it that the area is clean and in its original condition after the servicing has been made. Any damage/s caused by the Contractor's assigned technician shall be restored by the Contractor at no additional cost to the National Museum.
7. All other items of work not specifically mentioned but are necessary to complete the works shall be provided by the Contractor at no additional cost to the National Museum.

#### **IV. SCOPE OF WORK**

1. Labor and manpower supervision
2. Use of tools and testing equipment
3. Supply of consumable materials
4. MERALCO coordination / Permits
5. Provision of portable generator for the project use
6. Isolation of primary and secondary terminals.
7. Check transformer tank, radiators, bushing for any sign of leaks and lush over.
8. Check/purge nitrogen gas to transformer to normal level if necessary.
9. Conduct standard transformer testing as follows:
  - a. Dielectric Breakdown Voltage Test (DBV)
  - b. Transformer Turns Ratio (TTR)
  - c. Insulation Resistance Test / Polarization Index (PI)
  - d. Winding Resistance Measurement
  - e. Insulation Power Factor Test (IPF)
10. Laboratory test of transformer oil:
  - a. Dissolved Gas Analysis (DGA)
  - b. Oil Power Factor
  - c. Water Content
  - d. Color / Visual Examination
  - e. Interfacial Tension
  - f. Neutralization Number
  - g. Dielectric Breakdown Voltage Test
11. Check/inspect grounding system and anchorage and neutral connections
12. Check/retighten all bolts, terminals and terminations.
13. Cleaning and de-dusting of transformer radiators, tanks, cabinets, bushings and terminals.

#### **V. TECHNICAL SPECIFICATIONS**

1. KVA Rating: 2000 KVA
2. Voltage Rating: 480V/277V
3. Number of Phase: 3
4. Frequency: 60 Hz

#### **VI. SUBMITTALS**

The Contractor shall furnish FMD with Service Report (including Recommendations), Test Reports and Photo Documentation.

#### **VII. SOURCE OF FUND**

Budget is available and shall be chargeable against General Fund under MOOE Other General Services for Fiscal Year 2021.

#### **VIII. APPROVED BUDGET FOR CONTRACT**

Three Hundred Twenty Thousand Pesos (Php 320,000.00), Inclusive of all applicable taxes.

**IX. COMPLETION TIME**

The Contractor shall perform and complete the scope of work for **Thirty (30) Calendar Days** reckoned from the date stated in the Notice to Proceed (NTP).

**X. TERMS OF PAYMENT**

The contract price shall be **fully paid upon project completion and acceptance.**


Prepared by:

  
**ROLAN ROEL G. BULAO**  
Engineer III - FMD

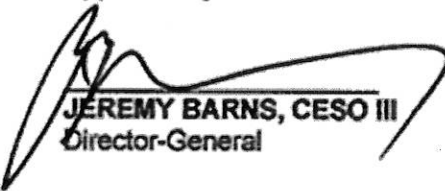
Checked & Reviewed by:

  
**JAINAB AIMEE TAHIL-ALTILLERO**  
Chief Administrative Officer - FMD

Recommending Approval:

  
**Atty. MA. ROSENNE M. FLORES-AVILA**  
Deputy Director-General for Administration

Approved by:

  
**JEREMY BARNES, CESO III**  
Director-General