



PHILIPPINE INTERNATIONAL TRADING CORPORATION

5/F NDC Building, 116 Tordesillas Street, Salcedo Village, Makati City

Request for Quotation

RFQ Reference No. MPG-EP-2020-11-007

(EMERGENCY PROCUREMENT)

SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF VARIOUS BRAND NEW GENERATOR SETS FOR THE OFFICE OF CIVIL DEFENSE (OCD)

The **Philippine International Trading Corporation (PITC)** and the **Office of Civil Defense (OCD)** intend to apply the following sums being the Approved Budget for the Contract (ABCs) **(VAT Inclusive)** to payments under the contract for each item:

Item No.	Item Description	Qty.	Approved Budget for the Contract (PhP) (VAT Inclusive)	
			Unit Price	Total Price
1	75 KVA Generator Sets	14 sets	913,461.53	12,788,461.42
2	20 KVA Generator Sets	10 sets	721,153.84	7,211,538.40

Note: Supplier may quote for any, some or all items if supplier supplies in full the quantity of the item/s being quoted.

Required completion period and delivery place:

Completion Period	Delivery Place																														
Within Thirty (30) calendar days upon receipt of Notice to Proceed (NTP)	OCD Warehouse in Region I, II, III, IVB, V, VII, VIII, IX, XI, CAR, CARAGA, Warehouses in Fort Magsaysay, Allen Samar, Basco Batanes, Dinagat Islands:																														
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In view of this, may we request Suppliers to submit quotation with the following requirements, terms and conditions for compliance:

For submission:

1. Minimum Eligibility Requirements:

FOR AUTHORIZED PHILIPPINE, SUPPLIERS, DEALERS, DISTRIBUTORS OR RESELLERS:

- a. Registration Certificate from the Securities and Exchange Commission (SEC) for corporations, or from Department of Trade and Industry (DTI) for sole proprietorship;
- b. Valid and current Business/Mayor’s Permit issued by the city or municipality where the principal place of business of the prospective bidder is located OR the equivalent document for Exclusive Economic Zones or Areas;
- c. Valid and Current Tax Clearance per Executive Order 398 and Revenue Memorandum Order No. 46-2018, as finally reviewed and approved by the BIR;
- d. Copy of Audited Financial Statements for 2019 and 2018 (in comparative form or separate reports):
 - Independent Auditor’s Report;
 - Balance Sheet (Statement of Financial Position); and
 - Income Statement (Statement of Comprehensive Income)

OR

Submission of valid and current PHILGEPS Certificate of Registration and Membership (Platinum Registration*) together with Annex A in lieu of items (a), (b), (c) and (d) above.

*Note: Supplier must ensure that all Class “A” Eligibility Documents are valid and current at the time of submission of PhilGEPS Certificate of Registration and Membership (Platinum Registration). In case any of the submitted Eligibility Documents are not valid and current at the time of submission of Platinum Registration, bidders are required to submit the valid and current documents including the Audited Financial Statements for 2019 and 2018 (stamped received by the BIR or its duly accredited and authorized institution) together with the Platinum Registration.

2. Technical Requirements:

- a. Completely filled out PITC Technical Documents:

ANNEX	ITEM DESCRIPTION
<i>Item No. 1: 14 Sets 75 KVA Open Type Generator Set</i>	
Annex I-A	Technical Quotation Form (Item no. 1: 14 Sets 75 KVA Generator Sets)
Annex I-A1	Technical Specification for 75 KVA Generator Sets dated 10 June 2020
Annex I-A2	Test and Acceptance Procedures for 75 KVA Generator Sets dated 10 June 2020
<i>Item No. 2: 10 Sets 20 KVA Open Type Generator Set</i>	
Annex I-B	Technical Quotation Form (Item no. 2: 10 Sets 20 KVA Generator Sets)
Annex I-B1	Technical Specification for 20 KVA Generator Sets dated 10 June 2020
Annex I-B2	Test and Acceptance Procedures for 20 KVA Generator Sets dated 10 June 2020

- b. Brochure or Technical Data Sheet or equivalent showing compliance to technical specifications of the item being offered. Internet downloads may be included to supplement the information contained in the original brochures of the Generator Set.
- c. List of Authorized Service Center/s in the Philippines (with parts availability, indicating address, telephone & fax numbers, email address and contact person) of item being offered;
In the event of closure of business, termination of franchisee/service center, the supplier shall notify the OCD and PITC accordingly of the new service centers with telephone numbers and address who can provide the needed parts, supplies and services;
- d. Omnibus Sworn Statement, **Annex II**;



3. Financial Requirements:

- a. Completely filled out PITC Financial Quotation Form: **Annex III-A**, and/or **Annex III-B**- Supplier's price proposal must not be more than the ceiling price per item and must be inclusive of VAT;
- b. Price must be valid for One Hundred Twenty (120) calendar days upon submission of quotation.

Should your company be interested, you may submit your **open quotation** on or before **04 December 2020 (Friday)** not later than **5:00pm** thru the following email address:

- pio.bellosillo@pitc.gov.ph
- pio.bellosillo@pitc1973.onmicrosoft.com

Note: Maximum size of email with attachment is six (6) MB only. You may email your quotation in parts if your attachment is more than six (6) MB.

Thank you.

(SGD) MYRA CHITELLA T. ALVAREZ
 Acting Vice President
 Military Procurement Group

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation for the Supply, Delivery, Installation, Testing and Commissioning of Various Brand New Generator Sets for the Office of the Civil Defense (OCD)

Name of Company (in print)

Signature of Company Authorized Representative

Name & Designation of Company Authorized Representative (in print)

Contact Details (Tel. No., Fax No. & Email Address)

Date



PLEASE USE THIS BID FORM. DO NOT RETYPE OR ALTER.

Annex I-A (Page 1 of 5)

**PHILIPPINE INTERNATIONAL TRADING CORPORATION
TECHNICAL QUOTATION FORM**

**SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF
VARIOUS BRAND NEW GENERATOR SETS
FOR THE OFFICE OF THE CIVIL DEFENSE (OCD)**

RFQ Reference No. MPG-EP-2020-11-007

Item No. 1: 14 Sets Brand New 75 KVA Open Type Generator Set

EMERGENCY PROCUREMENT

PHILIPPINEINTERNATIONALTRADINGCORPORATIONPHILIPPINEINTERNATIONALTRADINGCORPORATIONPHILIPPINEINTERNATIONALTRADINGCORPORATION

INSTRUCTIONS TO THE SUPPLIER: Indicate “COMPLY” if Supplier’s Statement of Compliance meets the technical specifications as indicated. Do not leave any blank. A “YES” or “NO” entry will not be accepted. Failure to comply will result to rejection of the Supplier’s proposal.

Line No.	TECHNICAL SPECIFICATIONS	Supplier’s Statement of Compliance
1)	Technical Specifications 75 KVA Generator Set dated 23 Nov 2020 attached as Annex I-A1	
2)	Test and Acceptance Procedure for 75 KVA Generator Set dated 21 Sept 2020 attached as Annex I-A2	

PLEASE SPECIFY BRAND AND MODEL NO. BEING OFFERED:

Line No.	OTHER REQUIREMENTS	Supplier’s Statement of Compliance
3)	Equipment Accessories: Operating Manual with Schematic Diagram English	
4)	Every Generator Set is subjected to a comprehensive test program which includes 50% load, 75% load, 100% load, 110% load and the checking and proving of all control and safety shutdown functions	
5)	OCD and NDRRMC Markings: <ul style="list-style-type: none"> Font: Bahnschrift Condensed (bold) – Size 60 OCD Logo 6” in diameter NDRRMC Logo 8” 	
6)	To provide OCD-NDRRMC markings on the 75 KVA Generator Set and Contractor’s Label which include: <div style="border: 1px solid black; padding: 5px; width: fit-content;"> Supplier’s Name: Contract No.: Project Name: Lot No: </div>	

I/We, the undersigned Manufacturer/Supplier, having examined the Technical Documents for this project hereby OFFER to (supply/deliver/perform) the herein described items.

I/We undertake, if our proposal is accepted, to deliver the items in accordance with the terms and conditions contained in the Request for Quotation.

Until a formal Contract is prepared and signed, this proposal is binding on us.

Name of Company (in print)

Signature of Company Authorized Representative

Name & Designation (in print)

Date



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Line No.	ADDITIONAL REQUIREMENTS TO BE PROVIDED BY THE BIDDER, IF AWARDED THE CONTRACT	Supplier’s Statement of Compliance
7)	<p>PRE-SHIPMENT/PRE-DELIVERY INSPECTION AND TESTING:</p> <ol style="list-style-type: none"> 1. Pre-Delivery Inspection by the Joint OCD & PITC Technical Inspection and Acceptance Committee shall be conducted at the Supplier’s Facility in the Philippines where the item is complete and ready for inspection. 2. There will be minimum five (5) members of the Joint OCD & PITC Technical Inspection and Acceptance Committee. 3. All costs relative to the pre-delivery inspection including travel, board and lodging and related expenses shall be for the account of the supplier. 4. The pre-delivery test shall follow the procedures below: <ol style="list-style-type: none"> a) All units of the 75 KVA Open Type Generator Set shall be the minimum requirement for visual inspection and functional testing by the Joint OCD and PITC Technical Specification and Acceptance Committee b) In case of non-compliance with the Minimum Technical Specifications per items of the 75 KVA Open Type Generator Set as per test results, the Supplier shall be given a chance to correct the defect found within ten (10) calendar days from receipt of Notice to Correct. <p>Supplier shall be allowed to correct the defect once only. Once the allowable correction of the defect was not corrected, it could be a basis for termination of the contract.</p> 	

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7)	<p>Continuation... PRE-SHIPMENT/PRE-DELIVERY INSPECTION AND TESTING:</p> <p>c) Once all defects are corrected and found compliant with the Technical Specifications after testing, and the necessary part/s of the unit are replaced accordingly and shall be declared as compliant</p> <p>d) All expenses of the procuring entity necessary for the conduct of this activity in facilities/places in the Philippines shall be shouldered by the supplier.</p>	
8)	<p>ACCEPTANCE PROCEDURE:</p> <ul style="list-style-type: none"> The 75 KVA Open Type Generator Set shall be inspected as to completeness and functionality of the item. The 75 KVA Open Type Generator Set shall be inspected for external defects and cracks at the place of delivery 	
9)	<p>Supplier’s Product Support: Conduct of Training to Personnel on Equipment Operation and Maintenance for four (4) hours training to maximum of twenty (20) personnel at the supplier’s expenses.</p>	

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Line No.	ADDITIONAL REQUIREMENTS TO BE PROVIDED BY THE BIDDER, IF AWARDED THE CONTRACT	Supplier’s Statement of Compliance
10)	<p>Delivery continuation...</p> <ul style="list-style-type: none"> The Physical count and functionality of the 75 KVA Open Type Generator Set shall be the primary focus of the procuring entity during the delivery stage No partial deliveries allowed The supplier shall be responsible in unloading the items from the container to the designated warehouse of the OCD. All cost related to porter services, handling and other related expenses shall be borne by the Supplier. In the absence of materials handling equipment at the site, the Supplier shall provide the necessary equipment such as but not limited to: forklifts, hand pallet truck, etc. at the expenses of the Supplier. The Supplier must inform PITC account officer at least seven (7) calendar days prior to the delivery of the 75 KVA Open Type Generator Set in the delivery place/site. Failure to give due notice shall be a ground for non-acceptance of delivery All expenses related to the delivery shall be for the account of the supplier. There will be a two (2) PITC representative present during the inspection and acceptance of the item delivered 	
11)	<p>Warranty:</p> <ul style="list-style-type: none"> Shall be issued in favor of the OFFICE OF CIVIL DEFENSE (OCD) with a validity period minimum of two (2) years from date of final acceptance. Spare Parts availability: within the warranty period Technical Support: within the Warranty Period and beyond Supplier’s warranty certificate include that the original warranty/guarantee certificate issued in the name of OCD with full replacement for defective items including the Spare Parts Availability and List of Branches / Accredited Service Center nationwide (Luzon, Visayas and Mindanao) 	
12)	<p>Replacement of Defective Items:</p> <p>Within fifteen (15) calendar days from receipt of Notice to Replace from PITC, the supplier shall replace any newly delivered unit found defective that maybe traceable to poor workmanship, use of poor quality materials, and non-compliance with the specifications.</p>	

I/We, the undersigned Manufacturer/Supplier, having examined the Technical Documents for this project hereby OFFER to (supply/deliver/perform) the herein described items.

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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF NATIONAL DEFENSE
OFFICE OF CIVIL DEFENSE
CAMP GENERAL EMILIO AGUINALDO, QUEZON CITY, PHILIPPINES

TECHNICAL SPECIFICATIONS
75 KVA GENERATOR SETS

23 NOV 2020

Date:

MINIMUM TECHNICAL SPECIFICATIONS
<p>I. Fourteen (14) Sets of 75KVA Generator Set</p> <p>Minimum Technical Specifications: Type : Open Type Standby Power Rating : 82.5 kVA Prime Power Rating : 75.0 kVA 10% overload capability (1 hour) Voltage : 240V Power Factor : 0.8 Hz : 60 Hz Phase : Single Current : 180 Amperes Design Standards : Valid and Current ISO Registration Certificate (or equivalent) issued by an independent certifying agency in the name of the Manufacturer of the item. The certificate shall cover the design, manufacture and/or production</p>
<p>Engine Specification: Cylinder : 4 cylinder Cycle : Four (4) Stroke Aspiration : Turbocharger and Aftercooler Prime Power/Speed : 60KW @ 1,800 rpm Standby Power/Speed : 66KW/ @1800rpm Governor Type : Electronic Fuel Type : Diesel Combustion System : Direct Injection Oil Capacity /Type : 11 liters/CD15W or above Fuel Consumption : 100% L/hr : 210gram/kwh Starter Motor System : 24 VDC Electronically Controlled Dry Type Air, Fuel and Oil Filter : Installed Cooling System : Forced Water cooling radiator type Base Fuel Tank Capacity for 8 hours continuous operation Rubber Isolation Mounting : Installed</p>
<p>Alternator Specification: Frequency/Speed : 60Hz /1800rpm Prime Power : 75.0 KVA Exciter Type : Brushless Excitation System : Self-exciting Number of Phase : 1 Cooling Fan : Cast Alloy Aluminium Bearing : Single, Double Shielded Windings : 100% copper Connection Type : 1-Phase Insulation Type : Class H Pole : 4 Power Factor : 0.8 Over excitation Protection : IP23 Phase / wire : 1-phase 2 wire</p>
<p>Control System Display Parameter Display (Digital) : Display presenting all values : Engine Speed, Output</p>

Conforme:

Bidder's Company Name

Signature of Authorized Representative

Designation

Date

1



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF NATIONAL DEFENSE
OFFICE OF CIVIL DEFENSE
CAMP GENERAL EMILIO AGUINALDO, QUEZON CITY, PHILIPPINES

MINIMUM TECHNICAL SPECIFICATIONS	
Frequency, Voltage, Current, Operating Hours Standard Function: Manual Engine Control; Low Oil Pressure; High Engine Temperature; Auxiliary Shutdown; Engine Speed Protection; Charge Failure Warning; DC Voltmeter; Charger Failure Emergency Protection : Fuse Protection, Main Circuit Breaker, Emergency Stop Button Warning and Shutdown : Fail to Start/Stop, Low il Pressure, Under/over Speed, Charger Failure, Battery under/over Voltage, Emergency Stop, Magnetic pick up failure Protection Grade : IP65 Equipment Accessories Operating Manual with Schematic Diagram English	
Supplier's Warranty Certificate Spare Parts availability : within the warranty period Technical Support : within the warranty period and beyond Supplier's warranty certificate include that the original warranty/ guarantee certificate issued in the name of OCD with full replacement for defective items including the Spare Parts Availability and List of Branches / Accredited Service Center nationwide (Luzon, Visayas and Mindanao) Warranty Period: Two (2) Years Delivery Period: 30 days upon receipt of Notice to Proceed/Contract Delivery Area: OCD Warehouses in Region I, II, III, IVB, V, VII, VIII, IX, XI, CAR, CARAGA, Warehouses in Fort Magsaysay, Allen Samar, Basco Batanes, Dinagat Islands:	
OCD WAREHOUSES	DELIVERY ADDRESS
OCD Region I	Ed Fabro Bldg. MacArthur Highway, San Fernando City, La Union
OCD Region II	Regional Government Center, Carig Sur, Tuguegarao City
OCD Region III	NDRRMC- HRD (Human Resources Depot/Warehouse) Clark Airbase, Angeles City Pampanga
OCD MIMAROPA	Tinga Labac, Batangas City
OCD Region V	DCC- Compound, PAF-TOG 5, Airport Site, Legaspi City, Albay
OCD Region VII	Cebu Port Authority, Port Management Office 2 (PMO 2 /5th St. Office) Temporary Passenger Shed, Beth 13-14, Cebu Port Authority, Cebu City
OCD Region VIII	Zion Corp. Warehouse, Maharlika Highway, Brgy 71 Naga-naga, Tacloban City
OCD IX	President Corazon Aquino Regional Government Center Complex, Brgy. Balintawak, Pagadian City
OCD CARAGA	Butuan Disaster Coordinating Center, Bancasi Airport, Butuan City
OCD CAR	Private Road, Magsaysay, Baguio City
Logistics Hub-Basco	Brgy. San Antonio, Basco Batanes
Logistics Hub- Fort Magsaysay	Army Aviation Group 71D, Fort Magsaysay, Nueva Ecija
Logistics Hub- Allen Northern Samar	Brgy. Sabang 2, Allen Northern Samar
Logistics Hub- Dinagat Islands	Brgy. San Antonio, Dinagat Islands
Supplier's Product Support Conduct of Training to Personnel on Equipment Operation and Maintenance for four (4) hours training to maximum of twenty (20) personnel at the supplier's expenses.	

2

Conforme: _____ Bidder's Company Name _____ Signature of Authorized Representative _____ Designation _____ Date
--



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF NATIONAL DEFENSE
OFFICE OF CIVIL DEFENSE
CAMP GENERAL EMILIO AGUINALDO, QUEZON CITY, PHILIPPINES

MINIMUM TECHNICAL SPECIFICATIONS
<p>Other Requirements: With Operational Manual in English and with necessary and appropriate tools EVERY GENERATOR SET IS SUBJECTED to a comprehensive test program which includes 50% load, 75% load, 100% load 110% load and the checking and proving of all control and safety shut-down functions OCD and NDRRMC Markings: Font: Bahnschrift Condensed (bold) – Size 60 OCD Logo 6" in diameter (See layout in Annex A) NDRRMC Logo 8" (See layout in Annex A)</p>

Prepared by:

MR. LOUISE MARK U. CIRUNAY

OIC, Logistics, Interoperability and Force Management Division
and End-User,

Noted by:

DIR. BERNARDO RAFAELITO R. ALEJANDRO IV, CESO IV
D, Operations Service

Approved by:

USEC RICARDO B JALAD
Administrator



Conforme:

Bidder's Company Name

Signature of Authorized Representative

Designation

Date



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF NATIONAL DEFENSE
OFFICE OF CIVIL DEFENSE
CAMP GENERAL EMILIO AGUINALDO, QUEZON CITY, PHILIPPINES

Annex A



Note: Not the actual photo of the Generator Set

Conforme:

Bidder's Company Name

Signature of Authorized Representative

Designation

Date



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF NATIONAL DEFENSE
OFFICE OF CIVIL DEFENSE
CAMP GENERAL EMILIO AGUINALDO, QUEZON CITY, PHILIPPINES

**TEST AND ACCEPTANCE PROCEDURES
75 KVA (14 SETS) OPEN TYPE GENERATOR SET**

Date: 21 SEP 2020

FOR 75 KVA OPEN TYPE GENERATOR SET

I – Pre- Delivery Inspection and Testing

1. Pre-Delivery Inspection by the Joint OCD & PITC Technical Inspection and Acceptance Committee shall be conducted at the Supplier's Facility in the Philippines where the item is complete and ready for inspection.

Additional Requirements: To provide OCD-NDRRMC markings on the 75 KVA Open Type Generator Set and Contractor's Label which include:

Supplier's Name:

Contract No.:

Project Name:

Lot No.:

- There will be minimum five (5) members of the Joint OCD & PITC Technical Inspection and Acceptance Committee.
- All costs relative to the pre-delivery inspection including travel, board and lodging and related expenses shall be for the account of the supplier.

2. The pre-delivery test shall follow the procedures below:

- a. All units of the 75 KVA Open Type Generator Set shall be subjected to visual inspection and functional testing by the Joint OCD and PITC Technical Inspection and Acceptance Committee.
- b. In case of a finding of non-compliance with the Technical Specifications per items of the 75 KVA Open Type Generator Set as per the test results, the Supplier shall be given a chance to correct the defect found within ten (10) calendar days from receipt of Notice to Correct.

Supplier shall be allowed to correct the defect found up to once only. Once the allowable correction exceeded and non-compliant, it could be a basis for termination of the contract.

- c. Once all defects are corrected and found compliant with the Technical Specifications after testing/s, and the necessary part/s of the unit are replaced accordingly and shall be declared as compliant.
- d. All expenses of the procuring entity necessary for the conduct of this activity in facilities/places in the Philippines shall be shouldered by the supplier.

II- Delivery

1. The physical count and functionality of the 75 KVA Open Type Generator Set shall be the primary focus of the procuring entity during the delivery stage.
2. No partial deliveries allowed.

1

Conforme:

Bidder's Company Name

Signature of Authorized Representative

Designation

Date




REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF NATIONAL DEFENSE
OFFICE OF CIVIL DEFENSE
CAMP GENERAL EMILIO AGUINALDO, QUEZON CITY, PHILIPPINES

3. The Supplier shall be responsible in unloading the items from the container to the designated warehouse of the OCD. All costs related to porter services, handling and other related expenses shall be borne by the Supplier. In the absence of materials handling equipment at the site, the Supplier shall provide the necessary equipment such as but not limited to: forklifts, hand pallet truck, etc. at the expense of the Supplier.
4. The Supplier must inform PITC account officer at least seven (7) calendar days prior to the delivery of the 75 KVA Open Type Generator Set in the delivery place/site. Failure to give due notice shall be a ground for non-acceptance of delivery.
5. All expenses related to the delivery shall be for the account of the supplier. There will be two (2) PITC representatives present during the inspection and acceptance of the items delivered.

III - Acceptance Procedure to be conducted by OCD-TIAC and PITC Representatives

1. The 75 KVA Open Type Generator Set shall be inspected as to completeness in the items.
2. The 75 KVA Open Type Generator Set shall be inspected for external defects and cracks at the place of delivery.

Prepared by:


MR. LOUISE MARK U CIRUNAY
 Officer-In-Charge, Logistics, Interoperability and Force Management Division
 And End-User

Recommended by:


DIR. BERNARDO RAFAELITO R. ALEJANDRO IV, CESO IV
 D. Operations Service

Approved by:


USEC RICARDO B JALAD
 Administrator

Conforme:

Bidder's Company Name

Signature of Authorized Representative

Designation

Date



PLEASE USE THIS BID FORM. DO NOT RETYPE OR ALTER.

Annex I-B (Page 1 of 5)

**PHILIPPINE INTERNATIONAL TRADING CORPORATION
TECHNICAL QUOTATION FORM**

**SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF
VARIOUS BRAND NEW GENERATOR SETS
FOR THE OFFICE OF THE CIVIL DEFENSE (OCD)**

RFQ Reference No. MPG-EP-2020-11-007

Item No. 2: 10 Sets Brand New 20 KVA Open Type Generator Set

EMERGENCY PROCUREMENT

PHILIPPINEINTERNATIONALTRADINGCORPORATIONPHILIPPINEINTERNATIONALTRADINGCORPORATIONPHILIPPINEINTERNATIONALTRADINGCORPORATION

INSTRUCTIONS TO THE SUPPLIER: Indicate “COMPLY” if Supplier’s Statement of Compliance meets the technical specifications as indicated. Do not leave any blank. A “YES” or “NO” entry will not be accepted. Failure to comply will result to rejection of the Supplier’s proposal.

Line No.	TECHNICAL SPECIFICATIONS	Supplier’s Statement of Compliance
1)	Technical Specifications 20 KVA Open Type Generator Set dated 23 Nov 2020 attached as Annex I-B1	
2)	Test and Acceptance Procedure for 20 KVA Open Type Generator Set dated 21 Sept 2020 attached as Annex I-B2	

PLEASE SPECIFY BRAND AND MODEL NO. BEING OFFERED:

Line No.	OTHER REQUIREMENTS	Supplier’s Statement of Compliance
3)	Equipment Accessories: Operating Manual with Schematic Diagram English	
4)	Every Generator Set is subjected to a comprehensive test program which includes 50% load, 75% load, 100% load, 110% load and the checking and proving of all control and safety shutdown functions	
5)	OCD and NDRRMC Markings: <ul style="list-style-type: none"> Font: Bahnschrift Condensed (bold) – Size 60 OCD Logo 6” in diameter NDRRMC Logo 8” 	
6)	To provide OCD-NDRRMC markings on the 75 KVA Generator Set and Contractor’s Label which include: <div style="border: 1px solid black; padding: 5px; width: fit-content;"> Supplier’s Name: Contract No.: Project Name: Lot No: </div>	

I/We, the undersigned Manufacturer/Supplier, having examined the Technical Documents for this project hereby OFFER to (supply/deliver/perform) the herein described items.

I/We undertake, if our proposal is accepted, to deliver the items in accordance with the terms and conditions contained in the Request for Quotation.

Until a formal Contract is prepared and signed, this proposal is binding on us.

Name of Company (in print)

Signature of Company Authorized Representative

Name & Designation (in print)

Date



PLEASE USE THIS BID FORM. DO NOT RETYPE OR ALTER.

Annex I-B (Page 2 of 5)

**PHILIPPINE INTERNATIONAL TRADING CORPORATION
TECHNICAL QUOTATION FORM**

**SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF
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Line No.	ADDITIONAL REQUIREMENTS TO BE PROVIDED BY THE BIDDER, IF AWARDED THE CONTRACT	Supplier’s Statement of Compliance
7)	<p>PRE-SHIPMENT/PRE-DELIVERY INSPECTION AND TESTING:</p> <ol style="list-style-type: none"> 1. Pre-Delivery Inspection by the Joint OCD & PITC Technical Inspection and Acceptance Committee shall be conducted at the Supplier’s Facility in the Philippines where the item is complete and ready for inspection. 2. There will be minimum five (5) members of the Joint OCD & PITC Technical Inspection and Acceptance Committee. 3. All costs relative to the pre-delivery inspection including travel, board and lodging and related expenses shall be for the account of the supplier. 4. The pre-delivery test shall follow the procedures below: <ol style="list-style-type: none"> a) All units of the 20 KVA Open Type Generator Set shall be the minimum requirement for visual inspection and functional testing by the Joint OCD and PITC Technical Specification and Acceptance Committee b) In case of non-compliance with the Minimum Technical Specifications per items of the 20 KVA Open Type Generator Set as per test results, the Supplier shall be given a chance to correct the defect found within ten (10) calendar days from receipt of Notice to Correct. <p>Supplier shall be allowed to correct the defect once only. Once the allowable correction of the defect was not corrected, it could be a basis for termination of the contract.</p> 	

I/We, the undersigned Manufacturer/Supplier, having examined the Technical Documents for this project hereby OFFER to (supply/deliver/perform) the herein described items.
I/We undertake, if our proposal is accepted, to deliver the items in accordance with the terms and conditions contained in the Request for Quotation.
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Annex I-B (Page 3 of 5)

**PHILIPPINE INTERNATIONAL TRADING CORPORATION
TECHNICAL QUOTATION FORM**

**SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF
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Line No.	ADDITIONAL REQUIREMENTS TO BE PROVIDED BY THE BIDDER, IF AWARDED THE CONTRACT	Supplier’s Statement of Compliance
7)	<p>Continuation... PRE-SHIPMENT/PRE-DELIVERY INSPECTION AND TESTING:</p> <ul style="list-style-type: none"> c) Once all defects are corrected and found compliant with the Technical Specifications after testing, and the necessary part/s of the unit are replaced accordingly and shall be declared as compliant d) All expenses of the procuring entity necessary for the conduct of this activity in facilities/places in the Philippines shall be shouldered by the supplier. 	
8)	<p>ACCEPTANCE PROCEDURE:</p> <ul style="list-style-type: none"> • The 20 KVA Open Type Generator Set shall be inspected as to completeness and functionality of the item. • The 20 KVA Open Type Generator Set shall be inspected for external defects and cracks at the place of delivery 	
9)	<p>Supplier’s Product Support: Conduct of Training to Personnel on Equipment Operation and Maintenance for four (4) hours training to maximum of twenty (20) personnel at the supplier’s expenses.</p>	

I/We, the undersigned Manufacturer/Supplier, having examined the Technical Documents for this project hereby OFFER to (supply/deliver/perform) the herein described items.

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Date



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Annex I-B (Page 4 of 5)

**PHILIPPINE INTERNATIONAL TRADING CORPORATION
TECHNICAL QUOTATION FORM**

**SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF
VARIOUS BRAND NEW GENERATOR SETS
FOR THE OFFICE OF THE CIVIL DEFENSE (OCD)**

RFQ Reference No. MPG-EP-2020-11-007

Item No. 2: 10 Sets Brand New 20 KVA Open Type Generator Set

EMERGENCY PROCUREMENT

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Line No.	ADDITIONAL REQUIREMENTS TO BE PROVIDED BY THE BIDDER, IF AWARDED THE CONTRACT	Supplier’s Statement of Compliance																						
10)	<p>Delivery:</p> <ul style="list-style-type: none"> Completion Period: Within thirty (30) Calendar Days upon receipt of Notice to Proceed (NTP) Delivery Place: OCD Warehouse in Region I, II, III, IVB, V, VII, VIII, IX, XI, CARAGA, CAR: <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 30%;">OCD WAREHOUSE</th> <th style="width: 70%;">DELIVERY PLACE</th> </tr> </thead> <tbody> <tr> <td>OCD Region I</td> <td>Ed Fabro Bldg., MacArthur Highway, San Fernando City, La Union</td> </tr> <tr> <td>OCD Region II</td> <td>Regional Government Center, Carig Sur, Tuguegarao City</td> </tr> <tr> <td>OCD Region III</td> <td>NDRRMC – HRD (Human Resources Depot/Warehouse) Clark Air Base, Angeles City, Pampanga</td> </tr> <tr> <td>OCD MIMAROPA</td> <td>Tinga Labac, Batangas City</td> </tr> <tr> <td>OCD Region V</td> <td>DCC – Compound, PAF-TOG 5, Airport Site, Legaspi City, Albay</td> </tr> <tr> <td>OCD Region VII</td> <td>Cebu Port Authority, Port Management Office 2 (PMO 2/5th St. Office) Temporary Passenger Shed, Beth 13-14, Cebu Port Authority, Cebu City</td> </tr> <tr> <td>OCD Region VIII</td> <td>Zion Corp. Warehouse, Maharlika Highway, Brgy 71 Naganaga, Tacloban City</td> </tr> <tr> <td>OCD Region IX</td> <td>President Corazon Aquino, Regional Government Center Complex, Brgy. Balintawak, Pagadian City</td> </tr> <tr> <td>OCD CARAGA</td> <td>Butuan Disaster Coordinating Center, Bancasi Airport, Butuan City</td> </tr> <tr> <td>OCD CAR</td> <td>Private Road, Magsaysay, Baguio City</td> </tr> </tbody> </table>	OCD WAREHOUSE	DELIVERY PLACE	OCD Region I	Ed Fabro Bldg., MacArthur Highway, San Fernando City, La Union	OCD Region II	Regional Government Center, Carig Sur, Tuguegarao City	OCD Region III	NDRRMC – HRD (Human Resources Depot/Warehouse) Clark Air Base, Angeles City, Pampanga	OCD MIMAROPA	Tinga Labac, Batangas City	OCD Region V	DCC – Compound, PAF-TOG 5, Airport Site, Legaspi City, Albay	OCD Region VII	Cebu Port Authority, Port Management Office 2 (PMO 2/5 th St. Office) Temporary Passenger Shed, Beth 13-14, Cebu Port Authority, Cebu City	OCD Region VIII	Zion Corp. Warehouse, Maharlika Highway, Brgy 71 Naganaga, Tacloban City	OCD Region IX	President Corazon Aquino, Regional Government Center Complex, Brgy. Balintawak, Pagadian City	OCD CARAGA	Butuan Disaster Coordinating Center, Bancasi Airport, Butuan City	OCD CAR	Private Road, Magsaysay, Baguio City	
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I/We, the undersigned Manufacturer/Supplier, having examined the Technical Documents for this project hereby OFFER to (supply/deliver/perform) the herein described items.
I/We undertake, if our proposal is accepted, to deliver the items in accordance with the terms and conditions contained in the Request for Quotation.
Until a formal Contract is prepared and signed, this proposal is binding on us.

Name of Company (in print)

Signature of Company Authorized Representative

Name & Designation (in print)

Date



PLEASE USE THIS BID FORM. DO NOT RETYPE OR ALTER.

Annex I-B (Page 5 of 5)

**PHILIPPINE INTERNATIONAL TRADING CORPORATION
TECHNICAL QUOTATION FORM**

**SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF
VARIOUS BRAND NEW GENERATOR SETS
FOR THE OFFICE OF THE CIVIL DEFENSE (OCD)**

RFQ Reference No. MPG-EP-2020-11-007

Item No. 2: 10 Sets Brand New 20 KVA Open Type Generator Set

EMERGENCY PROCUREMENT

PHILIPPINEINTERNATIONALTRADINGCORPORATIONPHILIPPINEINTERNATIONALTRADINGCORPORATIONPHILIPPINEINTERNATIONALTRADINGCORPORATION

INSTRUCTIONS TO THE SUPPLIER: Indicate “COMPLY” if Supplier’s Statement of Compliance meets the technical specifications as indicated. Do not leave any blank. A “YES” or “NO” entry will not be accepted. Failure to comply will result to rejection of the Supplier’s proposal.

Line No.	ADDITIONAL REQUIREMENTS TO BE PROVIDED BY THE BIDDER, IF AWARDED THE CONTRACT	Supplier’s Statement of Compliance
10)	<p>Delivery continuation...</p> <ul style="list-style-type: none"> The Physical count and functionality of the 20 KVA Open Type Generator Set shall be the primary focus of the procuring entity during the delivery stage No partial deliveries allowed The supplier shall be responsible in unloading the items from the container to the designated warehouse of the OCD. All cost related to porter services, handling and other related expenses shall be borne by the Supplier. In the absence of materials handling equipment at the site, the Supplier shall provide the necessary equipment such as but not limited to: forklifts, hand pallet truck, etc. at the expenses of the Supplier. The Supplier must inform PITC account officer at least seven (7) calendar days prior to the delivery of the 75 KVA Open Type Generator Set in the delivery place/site. Failure to give due notice shall be a ground for non-acceptance of delivery All expenses related to the delivery shall be for the account of the supplier. There will be a two (2) PITC representative present during the inspection and acceptance of the item delivered 	
11)	<p>Warranty:</p> <ul style="list-style-type: none"> Shall be issued in favor of the OFFICE OF CIVIL DEFENSE (OCD) with a validity period minimum of two (2) years from date of final acceptance. Spare Parts availability: within the warranty period Technical Support: within the Warranty Period and beyond Supplier’s warranty certificate include that the original warranty/guarantee certificate issued in the name of OCD with full replacement for defective items including the Spare Parts Availability and List of Branches / Accredited Service Center nationwide (Luzon, Visayas and Mindanao) 	
12)	<p>Replacement of Defective Items:</p> <p>Within fifteen (15) calendar days from receipt of Notice to Replace from PITC, the supplier shall replace any newly delivered unit found defective that maybe traceable to poor workmanship, use of poor quality materials, and non-compliance with the specifications.</p>	

I/We, the undersigned Manufacturer/Supplier, having examined the Technical Documents for this project hereby OFFER to (supply/deliver/perform) the herein described items.

I/We undertake, if our proposal is accepted, to deliver the items in accordance with the terms and conditions contained in the Request for Quotation.

Until a formal Contract is prepared and signed, this proposal is binding on us.

Name of Company (in print)

Signature of Company Authorized Representative

Name & Designation (in print)

Date



**SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF
VARIOUS BRAND NEW GENERATOR SETS
FOR THE OFFICE OF THE CIVIL DEFENSE (OCD)**

RFQ Reference No. MPG-EP-2020-11-007

Pls. Check the Item being bid	Item No.	Description	TOTAL ABC (Php)
	1	75 KVA Open Type Generator Set	12,788,461.42
	2	20 KVA Open Type Generator Set	7,211,538.40

Omnibus Sworn Statement (Revised¹)

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;**

¹ Revised per GPPB Resolution No. 16-2020 dated 16 September 2020.



Annex II (Page 2 of 3)

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



Annex II (Page 3 of 3)

SUBSCRIBED AND SWORN to before me this _____ day of _____ at _____, Philippines, by the affiant/s himself/herself/themselves whom I was able to personally identify through his/her/their [*insert type of valid government identification card used*], which he/she/they has/have presented to me.

Witness my hand and seal this ____ day of [*month*] [*year*].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ [*date issued*], [*place of issue*]

IBP No. _____ [*date issued*], [*place of issue*]

Doc No. _____

Page No. _____

Book No. _____

Series of _____



PLEASE USE THIS BID FORM. DO NOT RETYPE OR ALTER.

Annex III-A

**PHILIPPINE INTERNATIONAL TRADING CORPORATION
FINANCIAL QUOTATION FORM
SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF
VARIOUS BRAND NEW GENERATOR SETS
FOR THE OFFICE OF THE CIVIL DEFENSE (OCD)**

Item No. 1: 14 Sets Brand New 75 KVA Open Type Generator Set

RFQ Reference No. MPG-EP-2020-11-007

EMERGENCY PROCUREMENT

PRICE MUST BE INCLUSIVE OF VAT

PHILIPPINEINTERNATIONALTRADINGCORPORATIONPHILIPPINEINTERNATIONALTRADINGCORPORATIONPHILIPPINEINTERNATIONALTRADINGCORPORATION

NOTE: Supplier's price proposal/quotation must not exceed the ABC/Ceiling Price per item. The Supplier shall shoulder all transportation costs and bears all risk until the goods have been delivered to the site.

QTY	Description	ABC (PhP)		Supplier's Price Proposal (PhP)		
		Unit Price	Total Price	Total Quantity Supplier Commits to Deliver within the Completion Period	Unit Price	Total Price
14 sets	75 KVA Open Type Generator Sets	913,461.53	12,788,461.42			

Total Amount in Words:

Note:

- I. Price must be valid for One Hundred Twenty (120) days upon submission of quotation;
- II. The Supplier shall shoulder all transportation costs and bears all risk until the goods have been delivered to the site.
- III. Payment to Supplier of the Contract Price, net of applicable withholding tax shall be made within fifteen (15) days after full delivery, and submission of the required documents as follows:
 - 1. Original and duplicate **BIR VAT registered Supplier's Invoice** issued under the name of the Office of the Civil Defense (OCD) indicating **OCD TIN**. Entries must be typewritten or computer printed and must be duly acknowledged and received by OCD's authorized representative;
 - 2. Original and duplicate Delivery Receipt issued under the name of the OCD duly acknowledged and received by OCD's authorized representative and countersigned by PITC QAIT representative; and
 - 3. Original Joint Certificate of Acceptance issued by authorized representatives of OCD and PITC.

SUPPLIER'S UNDERTAKING

I/We, the undersigned Manufacturer/Supplier, having examined the Technical Documents for this project hereby OFFER to (supply/deliver/perform) the herein described items.

I/We undertake, if our proposal is accepted, to deliver the items in accordance with the terms and conditions contained in the Request for Quotation.

Until a formal Contract is prepared and signed, this proposal is binding on us.

Name of Company (in print)

Signature of Company Authorized Representative

Name & Designation (in print)

Date



PLEASE USE THIS BID FORM. DO NOT RETYPE OR ALTER.

Annex III-B

**PHILIPPINE INTERNATIONAL TRADING CORPORATION
FINANCIAL QUOTATION FORM
SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF
VARIOUS BRAND NEW GENERATOR SETS
FOR THE OFFICE OF THE CIVIL DEFENSE (OCD)**

Item No. 2: 10 Sets Brand New 20 KVA Open Type Generator Set

RFQ Reference No. MPG-EP-2020-11-007

EMERGENCY PROCUREMENT

PRICE MUST BE INCLUSIVE OF VAT

PHILIPPINEINTERNATIONALTRADINGCORPORATIONPHILIPPINEINTERNATIONALTRADINGCORPORATIONPHILIPPINEINTERNATIONALTRADINGCORPORATION

NOTE: Supplier's price proposal/quotation must not exceed the ABC/Ceiling Price per item. The Supplier shall shoulder all transportation costs and bears all risk until the goods have been delivered to the site.

QTY	Description	ABC (PhP)		Supplier's Price Proposal (PhP)		
		Unit Price	Total Price	Total Quantity Supplier Commits to Deliver within the Completion Period	Unit Price	Total Price
10 sets	20 KVA Open Type Generator Sets	721,153.84	7,211,538.40			

Total Amount in Words:

Note:

- I. Price must be valid for One Hundred Twenty (120) days upon submission of quotation;
- II. The Supplier shall shoulder all transportation costs and bears all risk until the goods have been delivered to the site.
- III. Payment to Supplier of the Contract Price, net of applicable withholding tax shall be made within fifteen (15) days after full delivery, and submission of the required documents as follows:
 1. Original and duplicate **BIR VAT registered Supplier's Invoice** issued under the name of the Office of the Civil Defense (OCD) indicating **OCD TIN**. Entries must be typewritten or computer printed and must be duly acknowledged and received by OCD's authorized representative;
 2. Original and duplicate Delivery Receipt issued under the name of the OCD duly acknowledged and received by OCD's authorized representative and countersigned by PITC QAIT representative; and
 3. Original Joint Certificate of Acceptance issued by authorized representatives of OCD and PITC.

SUPPLIER'S UNDERTAKING

I/We, the undersigned Manufacturer/Supplier, having examined the Technical Documents for this project hereby OFFER to (supply/deliver/perform) the herein described items.

I/We undertake, if our proposal is accepted, to deliver the items in accordance with the terms and conditions contained in the Request for Quotation.

Until a formal Contract is prepared and signed, this proposal is binding on us.

Name of Company (in print)

Signature of Company Authorized Representative

Name & Designation (in print)

Date