



PEOPLE'S TELEVISION
PARA SA BAYAN

People's Television Network, Inc.
Broadcast Complex, Visayas Avenue, Diliman, Quezon City 1100
Telephone No. 3453-1097/www.ptni.gov.ph

REQUEST FOR QUOTATION

SVP No. 2021 – 0025

26 August 2021

The People's Television Network, Inc. (PTNI), through its Bids and Awards Committee (BAC), invites interested bidders for the Small Value Procurement of **One (1) Lot Supply of Labor, Materials, Parts and Services for Preventive Maintenance of Two (2) units 30 KVA Uninterruptible Power Supply (UPS) at Studio A & B for the People's Television Network, Inc.** The details of the project are as follows:

A. Name of the Project	One (1) Lot Supply of Labor, Materials, Parts and Services for Preventive Maintenance of Two (2) units 30 KVA Uninterruptible Power Supply (UPS) at Studio A & B for the People's Television Network, Inc.
B Source of Fund:	MOOE 2021
C. Approved Budget for the Contract (ABC):	Four Hundred Forty Thousand Pesos Only (Php440,000.00)
D. Mode of Procurement:	Procurement will be conducted in accordance with Sec.53.9 (Small Value Procurement) of the Revised Implementing Rules and Regulations of Republic Act 9184, otherwise known as "The Government Procurement Reform Act"
E. Documentary Requirements:	Copies of the following eligibility requirements are also required to be submitted along with your quotation/proposal: <ol style="list-style-type: none">1. Mayor's/Business Permit (2021)2. PhilGEPS Registration Number3. Income/Business Tax Return (2020)4. Omnibus Sworn Statement (duly notarized) *only the BIR Certificate of Registration shall be submitted in lieu of DTI Registration and Mayor's Permit.

Only Sealed bids/ or E-mail quotations from the eligible bidders will be opened and a contract will only be awarded to the Lowest Calculated and Responsive Bidder who was determined as such during post qualification.

Payment: within 30 calendar days after completion and acceptance.

Price Validity: All price quotations shall be considered as fixed prices and not subject to price escalation during contract implementation.

Deliver: Within seven (7) calendar days from receipt of Notice to Proceed.

F. Description:

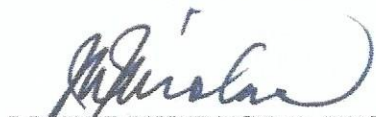
One (1) Lot Supply of Labor, Materials, Parts and Services for Preventive Maintenance of Two (2) units 30 KVA Uninterruptible Power Supply (UPS) at Studio A & B for the People's Television Network, Inc.

*Please see attached for the T.O.R. (Terms of Reference)

Bids received in excess of the ABC shall be automatically rejected at the opening of quotations.

Sealed or E-mail quotations may be submitted on or before 10:00am, 07 September 2021, at the Purchasing Office, Broadcast Complex, Visayas Avenue, Diliman, Quezon City or thru Email add: purchasingdept2018@yahoo.com, respectively.

The PTNI 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 or bidders.



MARIE THERESE D. NICOLAS
Chairperson, BAC II-SVP

TERMS OF REFERENCE

1 lot Supply of Labor, Materials, Parts and Services for Preventive Maintenance on 2 units 30KVa Phoenix Uninterruptable Power Supply (UPS) at Studio A & B for the Peoples Television Network Inc.

Objectives

Uninterruptable Power Supply (UPS) system are design to keep the broadcast operation up and running when electricity supply is disrupted, whether during surges or a complete outage. One of the most common and most costly misconceptions is that UPS equipment requires little to no maintenance. Uninterruptable Power Supply System is a complex and highly technical piece of electronic equipment. Certain components, such as capacitors and batteries, have a very specific shell life, and when ignored, can lead to failure in UPS system. Recommending timely replacement of specific UPS parts is just one way preventive UPS maintenance will help in extending the life of the equipment.

Scope of Work

A. Service Provider Qualification Requirements:

1. Must be a certified Technician of PHOENIX APS brand UPS in the Installation, Trouble shooting and preventive maintenance
2. Submit certificate of Authorized Service Provider or Service Center of Phoenix APS UPS

B. For Safety Precaution:

1. Observed Overall Site Safety and Health Protocols
2. Coordinate with the End User with regards on the UPS status.
3. Make sure all power supply are turned off before checking it
4. Proceed on preventive maintenance

C. Provision for the Annual Preventive Maintenance

1. Provide maintenance and technical support including but not limited to the following:
 - a. Diagnostic
 - b. Troubleshoot/Repair
 - c. Quarterly health check, preventive maintenance, internal and external cleaning and calibration.
 - d. Replacement and delivery of all parts including consumables such as battery, Modules, Fans and like.
 - e. The service provider shall provide 24/7 days including holiday Technical support and On-call service engineers.
 - f. 1-2 hours on-site service response and unlimited service phone support availability.
 - g. Service Level Agreement

D. Electrical Wiring

1. Inspect for signs of overheating and insulation breakdown
2. Check screws and connection are tightly connected
3. Inspect for loose soldered connection
4. Check the input and output breaker are working properly
5. Check the input connection are in the right phase or sequence
6. Test the input and output transformer
7. Check the External Manual Transfer Switch
8. Retightening of screw
9. Replace all terminal logs, wires, etc if found to be defective


E. UPS Internal Parts

1. Perform clearing of dust and debris from internal parts
2. Check that cooling fan are working properly, check for fan bearing noise.
3. Check that the relays are in condition and working properly
4. Check all modules are properly seated and undamaged
5. Inspect UPS parts for overheating burns and signs of possible breakdown
6. Inspect air vent and ducts for proper internal airflow
7. Check on filter capacitor bank
8. Replace cooling fan, relays, module, Capacitor, display, etc. if found to be defective or possibly perishable.

F. Battery and Cabinet

1. Inspect battery condition by using digital multi-tester
2. Check the connection and terminals are tightly connected
3. Inspect cables for signs of overheating, and insulation breakdown
4. Inspect for signs of oxidation, leaks and bloated batteries
5. Perform clearing of dust and debris from internal cabinet
6. Measure battery charger float voltage
7. Check the cabinet physical integrity
8. Replace of terminal logs, wires, battery if found to be defective or wear and tear of batteries

G. UPS Operation:

1. Check UPS status for fault warning
 2. Measure Input and output voltage, Frequency and output waveform using Scope meter/Oscilloscope. Perform calibration if necessary using UPS Service Tool Software.
 3. Measure charging and float voltage and perform calibration using UPS Service Tool Software.
 4. Check the UPS load percentage is not overloaded or above 75% to prolong UPS life
 5. Check UPS transfer to ALL MODES OF OPERATIONS (Battery, Bypass, Normal) Battery mode with actual load.
 6. Check all switches are working properly
 7. Check the status of LED or LCD is working
 8. Submit accomplishment report on Status, Event log and history log after the service preventive maintenance.
- 

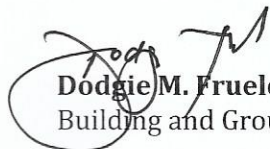
H. Service Level Agreement

1. The service provider must first conduct a survey or checkup to find out the status of UPS before it can quote according to its observation.
2. Submit initial report during the survey with regards on operational status of the UPS
3. Preventive maintenance shall be in accordance with manufacturer's procedure
4. All defective or worn-out parts including consumables removed from the equipment shall be turned over to PTV4.
5. In case there is a part to be replaced it must have stock in the Philippines.
6. All parts found defective during preventive or corrective maintenance services will be replace by the supplier with no extra cost to PTV4 including consumables such as battery, modules, fans, etc.
7. All services will be done by Authorized Service Provider of the UPS. Authorization Certificate from the distributor or manufacturer should be provided.
8. Replacement of Consumable parts, module, battery, repair, etc. should be included on Approved Budget Contract (ABC).

I. Reporting

1. Equipment Tracking
 - a. The service provider shall maintain a database of equipment and continuously update any changes made, history logs of services rendered and physical movements.
 - b. Shall implement a standard labeling and tagging scheme for prompt tracking of equipment.
2. Service Reporting
 - a. The service provider shall provide service Reports for each onsite support service performed and shall be acknowledged and verified by the end user of PTV4.
 - b. Shall submit detailed problem resolution report for every service requested within 24 hrs. It shall include details of action taken in resolving the problem.
3. Delivery Period : 7 days upon receipt of P.O./Notice to Proceed

Prepared by:


Dodgie M. Fruelda
Building and Grounds

Noted by:


Ms. Maila E. Mamaril
OIC, Administrative Division