



## REQUEST FOR QUOTATION

SVP No. 2022 – 0033

15 November 2022

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, Parts, and Services for One (1) Year Comprehensive Preventive Maintenance on Two (2) Units 30kva Phoenix Uninterruptible Power Supply of Studio A & B.** The details of the project are as follows:

A .Name of the Project	One (1) Lot Supply of Labor, Parts, and Services for One (1) Year Comprehensive Preventive Maintenance on Two (2) Units 30kva Phoenix Uninterruptible Power Supply of Studio A & B
B Source of Fund:	Corporate Budget
C. Approved Budget for the Contract: (ABC)	Six Hundred Thousand Pesos Only (Php600,000.00)
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"
<p>E. Documentary Requirements:</p> <p>Copies of the following eligibility requirements are also required to be submitted along With your quotation/proposal:</p> <ol style="list-style-type: none"> <li>1. <b>Mayor's/Business Permit (2022)</b></li> <li>2. <b>PhilGEPS Registration Number</b></li> <li>3. <b>Income/Business Tax Return (2021)</b></li> <li>4. <b>Omnibus Sworn Statement (duly signed); and if applicable:</b> -Notarized Secretary's Certificate in case of corporation, partnership, or cooperative.</li> </ol> <p><b><i>*only the BIR Certificate of Registration shall be submitted in lieu of DTI Registration and Mayor's Permit.</i></b></p>	



PEOPLE'S TELEVISION  
PARA GABAYAN

**Only Sealed bids / 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.*

**Delivery Period:** Within five (5) calendar days from receipt of Notice to Proceed.

F. Description:


One (1) Lot Supply of Labor, Parts, and Services for One (1) Year Comprehensive Preventive Maintenance on Two (2) Units 30 kva Phoenix Uninterruptible Power Supply of Studio A & B

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

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

**Sealed quotations may be submitted on or before 10:00am, 25 November 2022, at the Purchasing Office, Broadcast Complex, Visayas Avenue, Diliman, Quezon City.**

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, Parts and Services for One (1) Year Comprehensive Preventive Maintenance Services 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.

#### **A. Justification**

1. The existing PHOENIX 30Kva Uninterruptable Power Supply (UPS), with Serial Number 4K133LXX01/4K133LXX02 had conduct Preventive Maintenance Services last 2021
2. To provide Maintenance Services for the UPS and avail technical support and expertise from a Certified Service Provider from the Country Field Services of the Original Equipment Manufacturer (OEM).

#### **B. Provision for the Annual Preventive Maintenance**

1. Provide maintenance and technical support including but not limited to the following:
  - a. Monthly health check
  - b. Quarterly preventive maintenance, internal and external, cleaning and calibration.
  - c. Diagnostic/Troubleshoot/Repair
  - d. Replacement of parts including consumables such as Battery, Modules, Fans and like.
  - e. 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. Scope of Work

#### **C. Qualification Requirements**

1. The prospect bidder must attach together with the bid a certification that they are an authorized service partner of the Phoenix brand from the Original Equipment Manufacturer (OEM).

2. The prospect bidder must have employed personnel fully certified by the vendor on the similar modular UPS product with a minimum One (1) year experience in the UPS-electrical System installation, configuration and trouble shooting.
3. Certified personnel should have completed the training course for the equivalent or similar Modular UPS. And training Certificate stating that they are certified to perform service must be attached along with the bid.
4. The bidder shall have at least five (5) years' experience in undertaking similar equipment/model with the same or higher capacity to ensure the skill and expertise in handling and managing the service troubleshooting requirement of the equipment. Valid proof of documents to be submitted along with the bid.

### **Scope of Work**

#### **D. Service Response Time**

- a. A 24 /7 technical and on-site support with response time of two (2) hours.
- b. Guarantee maintenance on-site.
- c. Effect equipment repairs within 24 hours
- d. Deployment of spare or service units should simultaneously be performed during troubleshooting

#### **E. Maintenance, Repair and Replacement**

- a. The service provider shall repair the equipment using manufacturer's certified or approved components, modules or testing equipment.
- b. Replacement shall include subcomponents including labor without addition cost to PTV.
- c. All defective or worn-out parts including consumables removed from the equipment shall be turned over to People's Television Network, Inc., but as for the defective electronic component covered in the comprehensive maintenance contract, RMA or Return Material Authorization shall be followed wherein the service provider shall provide a replacement spare part from the manufacturer through swapping of defective and replacement of component.
- d. In case parts are not available locally and will be sourced abroad, the certified service partner should notify the client in advance of the possible delay at least one week earlier (subject to acknowledgement of client). Otherwise, the expected recovery time shall always apply.
- e. The resolution time applies to all components of the said agreement.

#### **F. Preventive Maintenance Services**

- a. The service provider shall conduct on call 24/7, monthly health check and quarterly scheduled preventive maintenance Services on the UPS.
- b. Preventive maintenance shall include the following services but not limited to:





- Quarterly on-site preventive maintenance services in accordance with equipment manufacturer's procedures;
  - Cleaning of UPS chassis and removal of dust residues;
  - Load testing and calibration as deemed necessary;
  - Measure all parameters using Service Tool Software and equipment.
  - Individual battery status checking. Perform battery re-banking if needed;
  - Replace Battery if necessary
  - Air circulation and exhaust cleaning;
  - Cable inspection and insulation;
  - UPS grounding System
  - Problem resolution and recommendation; and
  - Corrective maintenance services include diagnostic, correction of equipment malfunction or failure, and emergency repair.
- c. All parts found defective during preventive or corrective maintenance services will be replaced by supplier with no extra cost to PTV INCLUDING consumables such as battery modules, fans, AC & DC capacitors, transformers, coils and the like.
- d. Back-up service Module unit shall be provided in case the unit is not repaired within 24 hours from the time the certified service partner's engineer arrived at site.
- e. The preventive maintenance process shall observe strict compliance with the recommended standard procedure of Original Equipment Manufacturer (OEM).

## G. Reporting

### a. Equipment Tracking

- The service provider shall maintain a database of equipment and continuously update any changes made, history logs of services rendered and physical movements. Information should include details of location, person who service the equipment, date tracking, and reason for pullout/repair.
- The service provider shall implement a standard labeling and tagging scheme for prompt tracking of equipment.

### b. Service Reporting

- Monthly routine checks of UPS operation and system parameters to keep it running properly.
- The service provider shall provide Service Reports for each onsite support service performed and shall be acknowledged and verified by People's Television Network, Inc's personnel.
- The service provider shall submit detailed problem resolution report for every service requested within 24 hours. It shall include details of actions taken in resolving the problem. The report should contain, but not limited to, the following information:
  1. Reported downtime and uptime;
  2. Root cause of problem;
  3. Details of actions, repairs, troubleshooting and remediation done;
  4. Individual battery status report; and
  5. Recommendations / Action Plan.

- The service provider shall submit a progress report on the status of an incident call where duration of resolution extends beyond 24 hours on a daily basis.

c. Preventive Maintenance Reporting

1. The service provider shall submit a report for Quarterly Preventive Maintenance Service reports for all equipment detailing the following physical condition and health check / errors / problem logs / etc.

H. Delivery Period

5 Working Days upon receipt of NTP

I. Billing Process

Billing is Quarterly, amount is equal to four quarters of the total contract price

1 <sup>st</sup> Quarter Preventive Maintenance	25%
2 <sup>nd</sup> Quarter Preventive Maintenance	25%
3 <sup>rd</sup> Quarter preventive Maintenance	25%
4 <sup>th</sup> Quarter Preventive Maintenance	25%
Total Billing Percentage	100%

J. Health Protocol

1. Service Engineer must be Fully Vaccinated and has Booster Shot

Prepared by:

  
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Building and Grounds

Noted by:

  
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