



**TERMS OF REFERENCE FOR
"SUPPLY OF MATERIALS, LABOR AND EQUIPMENT FOR THE PREVENTIVE
MAINTENANCE AND REPAIRS OF STANDBY GENERATOR SETS".**

I. RATIONALE

This Term of Reference (TOR) shall guide to parties interested to participate in the procurement of One (1) Lot Supply of Materials, Labor and Equipment for the Preventive Maintenance and Repairs of Standby Generator Sets.

The procurement process shall be in accordance with the provision of RA 9184 with its Implementing Rules and Regulations.

II. SCOPE OF UNDERTAKING/DESCRIPTION OF SERVICES

The services to be rendered by the winning supplier/contractor shall include the following scope of works:

Item No.	Description	Qty	Unit
1.00	General Expenses	1	l.s
2.00	Preventive Maintenance Services (PMS, 165 KVA Cummins Generating Set at Port of Dumangas	1	lot
3.00	Preventive Maintenance Services (PMS, 250 KVA Cummins Generating Set at Fort San Pedro	1	lot
4.00	Preventive Maintenance Services (PMS, 180 KVA Cummins Generating Set at Iloilo Fastcraft Terminal, Iloilo City	1	lot
5.00	Preventive Maintenance Services (PMS, 50 KVA Cummins Generating Set at Port of San Jose, Antique	1	lot
6.00	Preventive Maintenance Services (PMS, 15 KVA Cummins Generating Set at Port of Estancia	1	lot
7.00	Preventive Maintenance Services (PMS, 80 KVA Cummins Generating Set at Port of Culasi, Roxas City	1	lot
8.10	Preventive Maintenance Services and Reconditioning (PMS, 50 KVA Cummins Generating Set at Port of Lipata, Culasi, Antique	1	lot
8.20	Installation of MTS/Circuit Protection/Conduits/Cables and Devices	1	lot

III. DURATION:

The Preventive Maintenance of the standby generator sets and repairs including the Checking up of Fuel, Oil and Water leakage, Replacement of Filters, Checking-up of Controls, Gasket and Sensors, Checking-up and Tightening of belts, Proper Disposal of Used oil, Calibration and Adjustment of Control Settings of ATS shall be accomplished within 60 calendar days upon receipt of Purchase Order.

IV. OBLIGATIONS AND RESPONSIBILITIES


3.1 OF THE SERVICE CONTRACTOR

- Supply the needed materials, labor and equipment as required in the conduct of preventive maintenance and calibration
- Six (6) months warranty on the services rendered under normal used and operating conditions of the equipment.
- Submission of calibration/test results.
- Proof of similar contract as stated in the scope of works and qualified personnel to perform the job in accordance to the standards.
- Must have an after sales services and satellite office within Panay Island for technical matters.
- Installation must conform with the provision on electrical repairs as provided in the Philippine Electrical Code.
- Comply with the provisions and other documentary requirements provided under R.A. 9184.
- Comply with other provisions stipulated in the Contract as agreed upon by both parties.
- Comply all safety and environmental applicable policy and guidelines.
- Obey port rules and regulation of our local ordinance.


3.2. OF THE AUTHORITY

- Evaluate and Award the Contract to the winning bidder in accordance with the provision of RA 9184.
- Supervision by the Registered Electrical Engineer and monitor the activities.
- Inspect, accept and issue Certificate of Completion and Acceptance and Pay to the service contractor the amount due to them as specified in the contract, upon presentation of Statement of Account, subject to existing government accounting rules and regulations.

Prepared & Submitted by:


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Scope of Works for the Preventive Maintenance & Repairs of Standby Generator Sets of
PMO-Panay/Guimaras:

- A. Port of Dumangas, 165 KVA Cummins Generating Set
 - 1. Check up of fuel, oil and water leakage
 - 2. Replacement of filters
 - 3. Checking up of controls, gasket and sensors
 - 4. Checking up and tightening of belts
 - 5. Proper disposal of Used oil
 - 6. Calibration and adjustment of control settings of ATS
(Undervoltage and Over voltage relays)

- B. Baseport, Fort San Pedro, 250 KVA Cummins Generating Set
 - 1. Check up of fuel, oil and water leakage
 - 2. Replacement of filters
 - 3. Checking up of controls, gasket and sensors
 - 4. Checking up and tightening of belts
 - 5. Proper disposal of Used oil
 - 6. Calibration and adjustment of control settings of ATS
(Undervoltage and Over voltage relays)

- C. Baseport, Iloilo Fastcraft Terminal, 180 KVA Cummins Generating Set
 - 1. Check up of fuel, oil and water leakage
 - 2. Replacement of filters
 - 3. Checking up of controls, gasket and sensors
 - 4. Checking up and tightening of belts
 - 5. Proper disposal of Used oil
 - 6. Calibration and adjustment of control settings of ATS
(Undervoltage and Over voltage relays)

- D. Port of San Jose, Antique, 50 KVA Cummins Generating Set
 - 1. Check up of fuel, oil and water leakage
 - 2. Replacement of filters
 - 3. Checking up of controls, gasket and sensors
 - 4. Checking up and tightening of belts
 - 5. Proper disposal of Used oil
 - 6. Calibration and adjustment of control settings of ATS
(Undervoltage and Over voltage relays)

- E. Port of Estancia, 15 KVA Cummins Generating Set
 - 1. Check up of fuel, oil and water leakage
 - 2. Replacement of filters
 - 3. Checking up of controls, gasket and sensors
 - 4. Checking up and tightening of belts
 - 5. Proper disposal of Used oil
 - 6. Calibration and adjustment of control settings of ATS
(Undervoltage and Over voltage relays)

Scope of Works for the Preventive Maintenance & Repairs of Standby Generator Sets of
PMO-Panay/Guimaras:

- F. Port of Culasi, Roxas City 80 KVA Cummins Generating Set
 - 1. Check up of fuel, oil and water leakage
 - 2. Replacement of filters
 - 3. Checking up of controls, gasket and sensors
 - 4. Checking up and tightening of belts
 - 5. Proper disposal of Used oil
 - 6. Calibration and adjustment of control settings of ATS
(Undervoltage and Over voltage relays)

- G. Port of Lipata, Culasi, Antique, 50 KVA Cummins Generating Set
 - 1. Check up of fuel, oil and water leakage
 - 2. Replacement of filters
 - 3. Checking up of controls, gasket and sensors
 - 4. Checking up and tightening of belts
 - 5. Proper disposal of Used oil
 - 6. Check up replacement of battery (excitation)
 - 7. Calibration and adjustment of control settings of ATS
(Undervoltage and Over voltage relays)
 - 8. Installation of MTS/Circuit Protection/Conduits/Cables & Devices
 - 9. Testing of Units