



PHILIPPINE INSTITUTE FOR DEVELOPMENT STUDIES
18th Floor Three Cyberpod Centris-North Tower EDSA Quezon City
Tel No. 8877-4013/4006 : Fax 8877-4099 : TIN # 000-844-550

REQUEST FOR QUOTATION

Date: April 08, 2025
Reference No (PR No.): 2025-062

To All Interested Bidders:

This is to request for quotation on the PIDS procurement requirement enumerated hereunder. If you are interested and, in a position, to furnish the same, we shall be glad to have your best price, terms and conditions of delivery, submitted not later than **16 April 2025 (5:00PM)** addressed to the *Procurement Management Division of the Administrative and Finance Department* at the abovementioned address. PIDS reserves the right to reject any and/or all bids, declare failure of bidding, or not award the contract under the conditions specified in Section 41 of the 2016 Revised IRR of RA 9184.

The price quotation/s, to be denominated in Philippine peso, **shall include all applicable taxes, duties, and/or levies payable.**

Very truly yours,

July R. Saling
CAO, Procurement Management Division

Item	Qty	UOM	Articles/Description	Unit Cost	Total Cost
1	1	lot	Hiring of a Service Provider for the Rectification of Electrical Problems from the Main Circuit Breaker to Server Room. See attached Term of Reference. ABC – PhP150,000.00		
Requirements: <ul style="list-style-type: none">Valid Mayor's/Business PermitPhilGEPS Registration No. (<i>if PhilGEPS Platinum Certificate is provided, Mayor's/Business Permit is no longer required, as long as the attached permit in the Certificate is valid.</i>)Notarized Omnibus Sworn Statement.<ul style="list-style-type: none">Notarized Authority of Signatory (if applicable).					

The price and details of the above offer are certified correct:

Name of Firm (<i>Bidder</i>)	Signature over Printed Name of <i>Bidder's Representative</i>
Address	Business Permit No.
Telephone and/or Mobile No.	Tax Identification Number (<i>TIN</i>)
Email Address	PhilGEPS Registration Number

Note: PIDS is evaluating its supplier's performance based on the quality of services rendered or goods delivered, timeliness of delivery, customer/after sales service and overall quality of service.

TERMS OF REFERENCE

Hiring of a Service Provider for the Rectification of Electrical Problems from the Main Circuit Breaker to Server Room

Overview:

This terms of reference (TOR) outlines the requirements for a contractor to rectify an electrical problem originating from the main circuit breaker and extending to the ICTSD server room at the Philippine Institute for Development Studies (PIDS) located on the 18th Floor, Three Cyberpod Centris – North Tower, EDSA corner Quezon Avenue, Quezon City. The activity aims to provide and rectify proper electrical function, ensure safety and compliance, and minimize downtime.

Scope of work:

The contractor shall provide all necessary labor, indirect materials, tools, test equipment, and expertise to complete the rectification work in compliance with industry standards and generally accepted maintenance engineering practices.

The scope includes, but is not limited to the following:

1. Assessment and Planning

- Physical Inspection: Conduct a comprehensive physical inspection of the electrical system from the main circuit breaker to the server room, identifying faults, damages, and potential hazards. This includes re-examination of the result of the Power Audit conducted by an independent service provider who was previously contracted by PIDS, which will be provided by PIDS after the award of the contract or Job Order.
- Assessment Report: Provide a detailed assessment report that includes: a) findings of the physical inspection; b) root cause analysis of the electrical problem; c) recommended solutions for rectification; and d) a detailed cable routing plan from the main circuit breaker to the server room.
- Technical Specifications: Specify the scope of work, technical specifications, and required materials for the actual work and installation, ensuring compliance with relevant standards and regulations.

2. Supply of Materials

- Electrical wire and cables of appropriate gauge, including the required wire gauge and length.
- Required ampere rating for the main circuit breaker, number of poles, mechanical lugs suitable for the cable size, etc.
- Any additional components necessary for the electrical works.

3. Power Continuity Measures

- Provide a generator set (genset) of appropriate capacity to ensure uninterrupted power supply to the server room during the rectification work.
 - The Genset should be equipped with an automatic transfer switch (ATS) for seamless power transitions.
 - The contractor is responsible for the setup, operation, and monitoring of the Genset throughout the work duration.

4. Labor

- Provide qualified and experienced electricians and technicians to perform the rectification work, schedule of which shall be agreed with the end-users with the necessary permits (i.e. work permit, gate pass, etc.) approved by the Eton Property Management Office (PMO)
- Perform the rectification work according to the agreed plan, technical specifications, and industry best practices.

5. Testing, Commissioning, and Documentation

- Conduct a comprehensive system test, including but not limited to continuity and load testing, to verify proper function and safety compliance.
- Provide a final report documenting the work completed, test results, and any recommendations for future maintenance.

6. Warranties

The Service Provider shall provide post-work warranties for a period of two (2) months after acceptance and approval to ensure that the work has been done in accordance with this TOR.

7. Duration of Work: 1 day

The rectification work must be completed within **1 day** to minimize downtime. Pre-works (i.e. inspection, assessment and planning, obtaining permits) shall be done at different schedule agreed upon with the end-users from PIDS.

8. Location:

PIDS, 18th Floor Three Cyberpod Centris – North Tower, EDSA Corner Quezon Avenue, Quezon City

9. Contract Price:

PhP150,000.00 to include all labor, materials (including rental of genset), and all incidental costs related to the service to be provided. This shall be released to the service provider upon submission of the following documents, subject to PIDS' acceptance and approval:

- a. assessment report pursuant to Item 1 hereof
- b. final report pursuant to Item 5 hereof;
- c. certificate of completion of services;
- d. billing/Statement of Account addressed to PIDS.

CONFORME:

Name over Signature
Supplier's Representative