



REPUBLIC OF THE PHILIPPINES  
**Sandiganbayan**  
 Quezon City

MA. TERESA S. PABULAYAN  
 Executive Clerk of Court IV

**RFQ No.: SVP-2024-010-02**

**Date: February 20, 2024**

**P.R. No. and Date: 23-09-803 / September 29, 2023**

**REQUEST for QUOTATION**

The *Sandiganbayan*, through its Bids and Awards Committee, invites all eligible suppliers, contractors, and/or consultants to submit a quotation of their best offer for the item/s described below, subject to the Terms and Conditions and within the Approved Budget for the Contract (ABC).

Qty	Unit	Description	Approved Budget for the Contract (ABC)
1	Lot	<p style="text-align: center;"><b>One-Time Preventive Maintenance of Sandiganbayan Centennial Building Automatic Transfer Switch (ATS-2000 AT)</b></p> <p>Scope of Work:</p> <ol style="list-style-type: none"> <li>1. Simulation of Automatic transfer switch before and after the preventive maintenance.</li> <li>2. Inspect for physical condition, proper alignment, anchorage and grounding.</li> <li>3. Open front and rear panel of switchgear, if necessary and check for loose items and anything foreign to the switchgear that may hamper its efficient correct operation.</li> <li>4. General cleaning of cubicle by air blowing, vacuuming and wiping of all portions.</li> <li>5. Inspection of all terminal wire ends, abrasions, corrosions, carbonation of contacting surfaces and other signs of material fatigue.</li> <li>6. Verify positive mechanical and electrical interlocking between normal and alternate sources.</li> <li>7. Verify tightness of all control connections.</li> <li>8. Check tightness of bolted connections.</li> </ol>	<p style="text-align: center;">Php 52,500.00</p>

		<p>9. Verify that all control components are operating in normal condition.</p> <p>10. Perform the following tests:</p> <p>a) Insulation Test</p> <p>b) Contact Resistance Test</p> <p>c) Thermal Imaging Scan</p> <p>d) Grounding Resistance Test</p> <p>11. Clean and clear worksite upon completion</p> <p>12. Assist in energizing the facilities to normal operation</p> <p>13. Submission of Certified Test Results</p> <p>14. Provide recommendations</p>	
<b>Delivery Period</b>	<b>Fifteen (15) working days from receipt of the Purchase Order (PO).</b>		
<b>Deadline of Submission</b>	<b>February 27, 2024/ 10:00 A.M.</b>		

### INSTRUCTIONS

**Note: Failure to follow any of these instructions will automatically disqualify your entire quotation.**

1. Suppliers must submit the following required documents as **Attachments** to their Quotation/Proposal:
  - a. Valid and current Mayor's/Business Permit
  - b. PhilGEPS Registration Number
  - c. Income/Business Tax Return<sup>1</sup>
  - d. Notarized Omnibus Sworn Statement (OSS)<sup>2</sup> (*may be submitted prior to the issuance of a Notice of Award*)

***If the supplier has previously submitted the above documents to the Sandiganbayan, please indicate the RFQ No. and the date of submission of such documents.***<sup>3</sup>

2. All entries must be typed or written in a clear and legible manner.

3. There shall be no alteration of the contents of this form, including its attachments. If another form is used other than the attached Price Quotation Form (ANNEX A), please include the following in your quotation:

- a. Terms of Payment
- b. Warranty; if applicable
- c. Place of Delivery: SANDIGANBAYAN, Centennial Bldg., Commonwealth Ave., cor. Batasan Road, Quezon City
- d. Delivery Period

<sup>1</sup> For ABC above Php500,000.00 (*As per Appendix A of Annex "H" of the 2016 RIRR of R.A. No. 9184*)

<sup>2</sup> For ABC above Php50,000.00 (*As per Appendix A of Annex "H" of the 2016 RIRR of R.A. No. 9184*)

<sup>3</sup> Procuring Entities already maintaining an updated file of any of the bidder's above-mentioned requirements, whether through the PhilGEPS Certificate of Registration and Membership or its own records, may no longer require its re-submission (*As per Appendix A of Annex "H" of the 2016 RIRR of R.A. No. 9184*)

- e. Price Validity Period
- f. Certificate of Exclusive Distributorship; if applicable
- g. Tax Identification Number (TIN)
- h. Use company letterhead for your quotation and address the same to:

**ATTY. DASHELL C. YANCHA-PO**  
*Chief Judicial Staff Officer*  
*Procurement Management Division*

4. All technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.

5. Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

### **TERMS and CONDITIONS**

1. All quotations are considered an offer of the items specified above at the prices quoted in the Price Quotation Form ("Annex A") and a guaranty of availability of the quoted items. In the event that the offer is accepted, a Purchase Order (PO) for the above-mentioned items will be sent to the suppliers concerned advising them of such acceptance and such other terms of delivery, as applicable. **Upon receipt of the PO, the supplier shall submit the signed "Conforme" in the PO within two (2) calendar days.**

2. The submission of an alternate quotation/offer is not allowed. Suppliers who submit more than one (1) quotation shall be automatically disqualified.

3. All prices herein offered are valid, binding, and effective for thirty (30) calendar days from date of submission.

4. An alteration or amendment of the Terms and Conditions shall render the quotation as non-responsive/non-compliant, unless such alteration or amendment is advantageous and beneficial to the Procuring Entity.


5. In case of a tie, the concerned parties will be informed and invited to a "drawing of lots" or any other similar method of chance, in accordance with GPPB Circular 06-2005 ("*Tie-Breaking Method*").

6. The *Sandiganbayan* reserves the right to reject any or all offers, or accept such offer it may consider most economical and advantageous to the government.

7. The salient provisions of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 on liquidated damages and imposition of administrative penalties shall be observed.

For any clarification, kindly contact Karlo Enrico I. Baguio or Vien Vee Vic P. Abila through +632 8951-4587/ 8951-4596 or email us at sandiganbayanpmd@gmail.com.

Very truly yours,

  
**KARLO ENRICO I. BAGUIO**  
Judicial Staff Officer III  
Procurement Management Division

**PRICE QUOTATION FORM**

**SANDIGANBAYAN BIDS AND AWARDS COMMITTEE**

Sandiganbayan Centennial Building  
Batasan Road, Quezon City

**ATTN: PROCUREMENT MANAGEMENT DIVISION**

Sir/Ma'am:

After having carefully read and accepted the terms and conditions in the Request for Quotation, please find below our quotation for the item/s as follows:

Qty	Unit	Description	Quote per unit	Total Quote
1	Lot	<p style="text-align: center;"><b>One-Time Preventive Maintenance of Sandiganbayan Centennial Building Automatic Transfer Switch (ATS-2000 AT)</b></p> <p>Scope of Work:</p> <ol style="list-style-type: none"><li>1. Simulation of Automatic transfer switch before and after the preventive maintenance.</li><li>2. Inspect for physical condition, proper alignment, anchorage and grounding.</li><li>3. Open front and rear panel of switchgear, if necessary and check for loose items and anything foreign to the switchgear that may hamper its efficient correct operation.</li><li>4. General cleaning of cubicle by air blowing, vacuuming and wiping of all portions.</li><li>5. Inspection of all terminal wire ends, abrasions, corrosions, carbonation of contacting surfaces and other signs of material fatigue.</li><li>6. Verify positive mechanical and electrical interlocking between normal and alternate sources.</li><li>7. Verify tightness of all control connections.</li><li>8. Check tightness of bolted connections.</li></ol>	Php 52,500.00	

		<p>9. Verify that all control components are operating in normal condition.</p> <p>10. Perform the following tests:</p> <p>a) Insulation Test</p> <p>b) Contact Resistance Test</p> <p>c) Thermal Imaging Scan</p> <p>d) Grounding Resistance Test</p> <p>11. Clean and clear worksite upon completion</p> <p>12. Assist in energizing the facilities to normal operation</p> <p>13. Submission of Certified Test Results</p> <p>14. Provide recommendations</p>		
Delivery Date		Fifteen (15) working days from receipt of the Purchase Order (PO).		

### INSTRUCTIONS

The above quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

\_\_\_\_\_  
Name & Signature of Authorized Representative

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
Tax Identification Number (TIN)

\_\_\_\_\_  
PhilGEPS Registration Number

\_\_\_\_\_  
Contact Number/s

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Date Issued

***In case documentary requirements have been previously submitted to the Sandiganbayan, please fill-up the following details:***

Documents submitted on: \_\_\_\_\_

RFQ No. and date: \_\_\_\_\_