Philippine Economic Zone Authority
CAVITE ECONOMIC ZONE
Rosario, Cavite

Reference No.	CEZRFQ 2026-08-37
PR No.	2026-08-0014
Date	August 17, 2026

REQUEST FOR QUOTATION

Sec. 34 - Small Value Procurement

The **PEZA – CEZ**, through the Bids and Awards Committee (BAC) intends to apply the sum of **₱ 76,700.00** being the Approved Budget for the Contract (ABC) for the "**Annual Preventive Maintenance and Change Oil of 15kVA Generator with Automatic Transfer Switch for CEZ MIS Room CY 2026"** pursuant to Sec. 34 – Small Value Procurement of the Implementing Rules and Regulations of the Republic Act No. 12009.

Name of Project	Annual Preventive Maintenance and Change Oil of 15kVA Generator with Automatic Transfer Switch for CEZ MIS Room CY 2026
Technical Specifications/ Scope of Work	Attached Annex A
Approved Budget for the Contract (ABC)	**₱ 76,700.00**
Project Duration	Fifteen (15) calendar days

PEZA-CEZ accepts open quotations which shall be submitted via email or couriered at the address indicated below. Quotations should not exceed the Approved Budget for the Contract of ₱ 76,700.00 inclusive of all taxes and other lawful charges. The **below documents should be submitted** to the CEZ-Bids and Awards Committee on or before **10:00AM, 24 AUGUST 2026.**

1)	Signed Price Quotation Form (PQF) and Terms and Conditions
2)	Duly Accomplished/Signed Annex A (Technical Specifications and Scope of work)
3)	PhilGEPS Registration Number/Certificate
4)	Valid and Current Mayor's / Business Permit / Municipal License
5)	Notarized Omnibus Sworn Statement (OSS)
6)	Submit the Certificate of Satisfactory Performance for the last 2 years issued by at least two (2) previous clients.

Award of contract shall be made to the lowest calculated and responsive bidder which complies with the minimum technical specifications and other terms and conditions stated herein.

For further information, please refer to:

Secretariat, CEZ-BAC
1st Floor, New Administration Building
Cavite Economic Zone, Rosario, Cavite
Tel Number : (046) 4376936 / 4376070
E-mail Address: cezbac@peza.gov.ph

---original signed---
Engr. ALEJO F. MACARAEG
Chairperson, CEZ BAC

Reference No.	CEZRFQ 2026-08-37
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PRICE QUOTATION FORM (PQF)
(Bid Form)

_____
Date

Engr. ALEJO F. MACARAEG
Chairperson, Bids and Awards Committee
1st Floor New Administration Building
Cavite Economic Zone,
Rosario, Cavite

Thru: The BAC Secretariat

Dear Sir,

After having carefully read and accepted the Terms and Conditions of this Request for Quotation (RFQ) under **Reference No. CEZRFQ 2026-08-37**, I/we _____ submit our quotation/s for the item/s as follows:
Business Name

PROJECT	Annual Preventive Maintenance and Change Oil of 15kVA Generator with Automatic Transfer Switch for CEZ MIS Room CY 2026
TECHNICAL SPECIFICATIONS/SCOPE OF WORK	Duly accomplished / signed Annex A
PROJECT DURATION	Fifteen (15) calendar days
Total Bid Amount	**In words :** _____
	In figures : _____

BID/QUOTED PRICE SHALL NOT EXCEED THE APPROVED BUDGET FOR THE CONTRACT INCLUSIVE OF VAT AND OTHER CHARGES.

_____
Bidder's authorized signature over printed name

Designation : _____
Name of Company : _____
Address : _____
Contact No. / Mobile No. : _____

TERMS AND CONDITIONS:

1. Terms of Payment: Cheque Payment - 15 working days processing upon receipt of valid documents. Corresponding tax shall be deducted from the value / cost of the above item/s upon processing of payment.

2. Processing of Payment shall be made after completion of delivery and upon submission of the required supporting documents (i.e request for payment, original invoice, billing statement, delivery receipt)

3. Price quotation/s to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.

4. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.

5. Quotations exceeding the Approved Budget for the Contract shall be rejected.

6. Award of contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.

7. Any interlineations, erasures or overwriting shall be valid only if they are signed by you or any of your duly authorized representative/s.

8. The CEZ TWG and its End-User shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.

9. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The CEZ-BAC shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

10. CEZ-BAC reserves the right to reject any or all bids, waive any informality in the bids received, to accept or reject item/s of any bid and to make an award to the bidders whose proposal is most advantageous to the government.

11. CEZ-BAC assumes no responsibility whatsoever to compensate or indemnify bidders for expenses incurred in the preparation of their bid proposal.

_____
Signature over Printed Name

_____
Position / Designation

_____
Office Telephone No.

_____
Fax/Mobile No.

_____
Email Address

ANNEX A

Reference No.	CEZRFQ 2026-08-37
PR No.	2026-08-0014
Date	August 17, 2026

TECHNICAL SPECIFICATIONS AND SCOPE OF WORK

Annual Preventive Maintenance and Change Oil of 15kVA Generator with Automatic Transfer Switch for CEZ MIS Room CY 2026

I. OBJECTIVE

The objective of this Preventive Maintenance Service is to ensure the continuous, safe, efficient, and reliable operation of the 15 kVA Generator Set and its associated Automatic Transfer Switch (ATS) installed at the CEZ MIS Room.

The service shall include comprehensive inspection, testing, adjustment, cleaning, lubrication, replacement of consumable parts, performance evaluation, and submission of complete technical documentation and recommendations to maintain optimal equipment performance and reliability.

II. SCOPE OF WORK

The CONTRACTOR shall provide all labor, supervision, tools, test instruments, transportation, consumables, and materials necessary to complete the preventive maintenance service.
All works shall be performed by qualified, licensed, and experienced technicians with expertise in generator set and ATS maintenance, troubleshooting, and repair.

III. DETAILED MAINTENANCE ACTIVITIES

A. General Inspection and Housekeeping

- Conduct comprehensive visual inspection of the generator set and ATS.
- Check for oil, fuel, and coolant leaks, abnormal vibration, unusual noise, and loose connections.
- Inspect engine, alternator, control panel, wiring system, supports, and foundation.
- Verify cleanliness and accessibility of equipment.
- Clean generator set, ATS enclosure, control panels, and surrounding area.
- Remove dust, dirt, grease, and contaminants from all surfaces.
- Verify safety labels, warning signs, and nameplates for completeness and readability.

B. Cooling System

- Inspect radiator assembly, cooling fan, and fan guards.
- Clean radiator fins and ensures proper airflow.
- Check coolant hoses, clamps, and fittings for leakage or damage.
- Inspect water pump condition and operation.
- Verify coolant level, quality, and concentration.
- Replace coolant.

- Inspect radiator cap pressure integrity.
- Test temperature sensors and alarms.
- Report defective components.

C. Fuel System

- Inspect fuel tank and fuel level.
- Check fuel lines, hoses, valves, and fittings.
- Replace fuel filters.
- Drain water and contaminants from fuel-water separator.
- Verify fuel delivery system operation.
- Check for leaks and air intrusion.
- Report defective components.

D. Lubrication System

- Drain and replace engine lubricating oil.
- Replace oil filter(s).
- Inspect oil lines, seals, and gaskets.
- Check oil pressure during operation.
- Ensure no oil leaks after servicing.
- Inspect crankcase breather.
- Properly dispose of used oil in accordance with environmental regulations.

E. Air Intake and Exhaust System

- Inspect and clean air filter assembly.
- Replace air filter.
- Inspect intake ducts and connections.
- Inspect turbocharger (if applicable).
- Inspect exhaust manifold, muffler, and piping.
- Check supports and hangers.
- Detect exhaust leaks and abnormal emissions.
- Repaint corroded exhaust parts with high-temperature aluminum paint.

F. Battery and Starting System

- Inspect battery condition and mounting.
- Clean terminals and apply anti-corrosion compound.
- Check electrolyte level
- Measure and record battery voltage.

- Test battery charger operation.
- Inspect starter motor connections.
- Perform battery load testing.

G. Generator Electrical System

- Inspect alternator windings and terminals.
- Clean electrical components.
- Tighten all connections.
- Inspect gauges, alarms, and protective devices.
- Test AVR operation.
- Measure voltage, current, and frequency.

H. Automatic Transfer Switch (ATS)

- Inspect ATS enclosure and components.
- Clean internal and external compartments.
- Tighten power and control wiring.
- Inspect contactors, relays, and interlocks.
- Test transfer and retransfer operation.
- Simulate power failure.
- Verify automatic switching logic and alarms.

IV. OPERATIONAL TESTING AND PERFORMANCE MONITORING

The CONTRACTOR shall conduct operational testing and record the following parameters:

Parameter	Unit
Output Voltage	VAC
Output Current	Amperes
Frequency	Hz
Engine Speed	RPM
Oil Pressure	PSI
Coolant Temperature	°C
Battery Voltage	VDC
Charging Voltage	VDC
Fuel Level	%
Running Hours	Hours
Power Output	kW
Power Factor	PF

V. LOAD TESTING

- Conduct load testing using facility load or load bank (if available).

- Verify performance under load conditions.
- Monitor voltage and frequency stability.
- Observe engine behavior during load changes.
- Record all test results.

VI. TEST RUN AND SYSTEM VALIDATION

The CONTRACTOR shall conduct a test run after completion of maintenance activities to ensure that the generator set and ATS are fully functional and restored to normal operating condition.

The test shall be performed in the presence of CEZ personnel in charge. All system performance and operational parameters shall be verified prior to acceptance of the service.

VII. SERVICE IMPLEMENTATION SCHEDULE AND REPORTING

The preventive maintenance service shall be implemented during the scheduled annual maintenance activity for **October 2026**.

The CONTRACTOR shall submit a comprehensive service report covering all maintenance activities, test results, findings, and recommendations upon completion.

VIII. CONTRACTOR'S RESPONSIBILITIES AND OBLIGATIONS

- The CONTRACTOR shall also submit a documented list of all defective components and recommended parts for repair or replacement for review and approval by the CEZ EMD.
- The CONTRACTOR shall coordinate closely with PEZA or its authorized representatives for all maintenance activities.
- Maintenance services may be conducted on weekdays or weekends, subject to proper coordination with the EMD for scheduling and notification.
- The CONTRACTOR shall anticipate additional maintenance requirements not explicitly stated in this Scope of Work and shall promptly advise the EMD.
- PEZA shall have the right to require the contractor guaranteed maintenance services at all times.

IX. SERVICE RESPONSE REQUIREMENT

- Emergency service calls shall be attended within twenty-four (24) hours.
- Critical breakdowns shall be responded to immediately, subject to site accessibility.
- Technical support shall be available throughout the contract period.

X. WARRANTY

- All supplied parts shall be brand new, genuine, and defect-free.
- Replacement of consumable parts shall carry a minimum six (6) months warranty from installation.
- Workmanship shall be warranted for six (6) months after service completion.

XI. INCLUDED CONSUMABLES

- Engine lubricating oil
- Coolant
- Oil filter
- Fuel filter
- Air filter
- Fan belt (if required)
- Cleaning materials
- Terminal cleaning compounds
- Anti-corrosion compounds
- High-temperature aluminum paint
- Rags and general maintenance supplies

XII. ACCEPTANCE

The service shall be considered complete and accepted only upon:

- Completion of all maintenance activities;
- Successful operational of Generator Set and ATS testing;
- Submission of all required reports and documentation; and
- Formal acceptance by CEZ End-User or authorized representative.

XIII. ADDITONAL REQUIREMENT

- The contractor must submit the Certificate of Satisfactory Performance for the last 2 years issued by at least two previous clients.

We hereby certify that we have carefully read, understood, and examined the provisions of this Technical Specifications and Scope of Work. We agree to comply fully with all the requirements, specifications, terms, and conditions set forth herein should our bid be declared the Lowest Calculated and Responsive Bid and the contract be awarded to us.

By signing below, we signify our full conformity with and acceptance of all the provisions of this TOR.

_____

Bidder's authorized signature over printed name

Designation : _____

Name of Company : _____

Address : _____

Contact No. / Mobile No. : _____

Omnibus Sworn Statement Form

[Note: The duly accomplished form shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

OMNIBUS SWORN STATEMENT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and with residence at [*Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. *Select one, delete the others:*

   - *If sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

   - *If partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of ***[****Name of Bidder]* with office address at *[Address of Bidder]*;

   - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* I am the individual consultant or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

2. *Select one, delete the others:*

   - *If sole proprietorship:* As the owner and sole proprietor or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity][insert* "as supported by the attached duly notarized Special Power of Attorney" *for authorized representative]*;

   - *If partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable*;*

   - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* As the individual consultant or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney *for authorized representative*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting

rules have been recognized by the Government Procurement Policy Board; by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *Select one, delete the others:*

   - *If sole proprietorship :* The *[Name of Bidder]* and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If partnership :* The partnership itself and the partners of ***[****Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If cooperative:* The cooperative itself and members of the board of directors, general manager, or chief executive officer of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If corporation, or joint venture:* The corporation or joint venture itself, and officers, directors, controlling stockholders and beneficial owners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

7. It is understood that failure to faithfully disclose its relationship with the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial

ownership information containing false entries shall be subject to blacklisting under Section 100 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

Select one, delete the rest:

- *In case of corporations: [Name of Bidder]* declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of RA No. 12009.

- *In case of Foreign Bidders: [Name of Bidder]* submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.

8. *[Name of Bidder]* complies with existing labor laws and standards; and

9. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

   a) Carefully examine all of the Bidding Documents;

   b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

   c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and

   d) Inquire or secure Supplemental Bid Bulletin(s) issued for the *[Project Title]*.

10. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

11. In case advance payment was made or given to ***[Name of Bidder]***, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of ___, 20__ at _____, Philippines.

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Affiant's Signature over Printed Name]
[Position/Designation]
[Date]

JURAT

SUBSCRIBED AND SWORN to before me this _____ day of *[month] [year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____.

WITNESS MY HAND AND SEAL this ___ day of *[month] [year].*

NAME OF NOTARY PUBLIC
Notarial Commission No. _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. __, *[date issued], [place issued]*
IBP No. __, *[date issued], [place issued]*

Doc. No. _____
Page No. _____
Book No. _____
Series of _____.