



Republic of the Philippines
City Government of Muntinlupa
 National Road Putatan Muntinlupa City
BIDS and AWARDS COMMITTEE
www.muntinlupacity.gov.ph

REQUEST FOR QUOTATION

Date: 5/24/2024
 Quotation No: 2024-0328

Company Name: _____
 Address: _____
 Business Permit No.: _____
 TIN: _____
 PhilGEPS Registration No.(required): _____

The City Government of Muntinlupa, through its Bids and Awards Committee, intends to procure **Annual & Bi Monthly Maintenance of PV Solar Panel for CDM** which will be undertaken in accordance with **Section 53.9** of the 2016 Revised Implementing Rules and Regulations of Republic Act No.9184.

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided.
 A copy of the following documents are also required to be submitted along with your quotation/proposal:

1. Mayor's/Business Permit: (Certified True Copy)	4. PhilGEPS Registration (Certified True Copy)
2. Omnibus Sworn Statement (original)	5. Certificate of Registration (Certified True Copy)
3. Latest Income Tax (Certified True Copy)	6. Tax Clearance (Certified true copy)

Quotations/Proposals must be submitted to the BAC Office of the City Government of Muntinlupa for checking & validation.

For any clarification, you may contact **Bids & Awards Committee** at telephone no. (02)8861-1127

INSTRUCTIONS:
 (2) Do not alter the contents of this in any way.
 (3) technical specifications with asterisks(*) are mandatory. Failure to comply with any of the mandatory requirements will disqualify your
 (4) Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Procurement Project		Approved Budget for the Contract (ABC)			
Annual & Bi Monthly Maintenance of PV Solar Panel for CDM		Four Hundred Seventy Three Thousand One Hundred Pesos			
Technical Specifications:					
QTY	UNIT OF ISSUE	ITEM DESCRIPION	Compliance		REMARKS
			Yes	No	



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1	lot	Annual Repairs and Maintenance of PV Solar Panels Updating and restoration of PV monitoring system Updating and restoration of PV solar inverters (Growatt) Checking of cells for discoloration or breakage Verifying that array output for any signs of deterioration Checking and verifying the the array does not comes under shadow during solar generation hours Cleaning of all solar panels Overall maintenance in Inverter, Combiner, Control box, Monitoring System, Structures			
		Upon completion:			
		all PV panels and inverters must be in perfect woking condition			
		data logging system must be in perfect working condition			
		6 months warranty for all completed works			
5	lot	Bi Monthly Maintenance of PV Solar Panels			



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		10 months period Updating and checking of complete performance output through monitoring system Inspection / repair of modules/panels of the array for any damage Checking of wirings for physical damage and for any sign of excessive heat Checking all the boxes for covers and sealing Checking the nut-bolts of the structure and array for proper torque and tightening Checking of all boxes for covers and sealing				
		Upon completion: all PV panels and inverters must be in perfect working condition data logging system must be in perfect working condition 6 months warranty for all completed works				
Summary of Approved Budget			OFFERED QUOTATION			
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	QTY	UNIT OF ISSUE	ITEM DESCRIPTION	TOTAL PRICE
1	lot	Annual Repairs and Maintenance of PV Solar Panels Updating and restoration of PV monitoring system Updating and restoration of PV solar inverters (Growatt) Checking of cells for discoloration or breakage Verifying that array output for any signs of deterioration Checking and verifying the the array does not comes under shadow during solar generation hours Cleaning of all solar panels Overall maintenance in Inverter				
		Upon completion:				



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TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders must quote for all or all the items.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the contract shall be rejected.
6. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any interlineations, erasures overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
8. The Item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The GSO shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.

Signature over Printed Name

Position/Designation

Office Telephone No.

Mobile Phone No./Fax No.

Email address/es