



HRAS - PROCUREMENT

REQUEST FOR QUOTATION
Sealed Bidding

PR No.: NCRO - 47708

Date: 04/20/2022

R.F.Q. No.: 202204-11223

Delivery 30 working days upon receipt of PO

Gentleman:

Please quote hereunder your lowest possible price(s) for the following item(s) which is/are urgently needed by this office. It is requested that the quotation be signed, sealed or stamped and submitted to the Supply Section, Ground Floor Department of Trade and Industry, 361 Sen. Gil J. Puyat Avenue, Makati City, Metro Manila.

Table with 5 columns: NO, QUANTITY, UNIT, ARTICLE, UNIT PRICE, TOTAL PRICE. Row 1: 1.0, UNIT, Machineries Edging Machine - Two (2) needles -3 to 4 thread overlock -Auto Thread cut trimmer material use: Medium to heavy type -Computerized Embroidery Edging machine -power 220 V, Single Phase, nothing extra ordinary. Includes a note: 'The supplier must deliver, install, and commission the machines/equipment at the identified site of the end-user. Likewise, the supplier must also conduct onsite training, at their own cost, to the identified participants of the end-user'

*****NOTHING FOLLOWS*****

Remarks All items should be treated as one lot. ABC is Php 50,000.

Prepared by: ILEEN P. VISTA ADMIN OFFICER IV

Very truly yours, MARY ANN D. YULAS SUPERVISING ADMIN. OFFICER

DTI SHOPPING COMMITTEE Department of Trade and Industry

As per your request, I/We have indicated the prices of the above mentioned articles on the Unit Price and Total Price columns.

Date Submitted

Signature over Printed Name

POSITION:

COMPANY:

TERMS OF REFERENCE
Shared Service Facility for Weaving and Sewing Facilities for Sikap-Buhay
(SIKHAY) Project

Ermita, Manila

1. SCOPE OF WORK

The work to be performed shall consist of design, configuration, coordination and supervision of all activities for the supply and delivery of equipment for the SSF Weaving and Sewing Facilities for Sikap-Buhay including but not limited to:

- Deliver machines and equipment in the identified sites of the end-user within 30 working days upon receipt of the Notice of Award.
- Install and commission the machine and equipment in the identified sites of the end user within 30 days from the date of delivery.
- Supervise the commissioning and testing of machines and equipment at supplier's cost.
- Provide training, covering all equipment, on machine operation, maintenance and troubleshooting for at least 5 participants. Please see the attached matrix for the prescribed minimum hours of training per equipment. Training hours may extend depending on the complexity of the equipment.
- Provide manuals, hand-outs for each equipment and/or machineries. and other peripherals to be supplied in English or with English translation.

2. EXPECTED OUTPUT / DELIVERABLE

- Complete SSF tools, machines and equipment fully installed in the identified location of the contract.
- Test-run of machines and equipment supplied and delivered.
- Training of personnel on machine operation, maintenance and troubleshooting based on the prescribed minimum training hours per equipment.

3. AFTERSALES SERVICES, WARRANTIES & OTHER INCIDENTAL CONDITIONS


The supplier is required to provide all of the following services, including additional services, if any, specified in the schedule of requirements:

- Furnishing of a detailed operations and maintenance manual in English or with English translation for each appropriate unit of the supplied machine and equipment.
- Provide at least one-year warranty, from date of startup, for all the supplied machines and equipment, including motors if and when applicable.
- Free commissioning of the equipment.
- Provide competent and credible trainer/resource person for the training services at supplier's cost. Trainer must have used said machine and equipment for at least 5 years. All other expenses incurred for the said training (e.g. food, accommodation and transportation expenses of trainer, snacks of participants, etc.) shall be shouldered by the Supplier.
- If and when possible, inter-related machines shall be supplied by a single manufacturer or subsidiary/partner company.
- In case of machine/equipment breakdown, provide sufficient supply of appropriate parts and local technician for the whole duration of the contract or warranty period.
- Ensure the availability of after sales services and prompt response of not more than 5 working days from date of notice of need.

Prepared by:


Leane Antoinette A. Fernando
SP-TIDA, Area 1, DTI-NCRO

Reviewed by:


Corona Olivia O. Rivera
CTIDS, Area 1, DTI-NCRO

Jay A. Acar
CTIDS, FASD, DTI-NCRO

Approved by:

Marcelina S. Alcantara
Regional Director, DTI-NCRO

**Prescribed Minimum Training Hours Per Equipment
Shared Service Facility for Weaving and Sewing Facilities for Sikap-Buhay
(SIKHAY) Project
Ermita, Manila City**

No. /Units	EQUIPMENT/MACHINE	Minimum Hours of Training Required per Equipment
1	Edging Machine	4 hours