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EPR

06 APR 2021

Supplier: **WHIZONIC ENTERPRISES CORPORATION** PO No.: 01-20001-PO-2021-03-00031
 Address: U8D NORTH TOWER BLDG. BRGY. STO CRISTO, QC PO Date: March 22, 2021
 TIN: 009357179000 Bank Name:
 Tel.No.: Bank/Branch:
 Fax No.: Bank A/C No.:
 Mode of Procurement: Small Value Procurement Account Type:
 Month: March PR No.: 01-20001-PR-2021-01-00059
 Fund Cluster: 01 - Regular Agency Fund
 Funding Source: 01101101 - Specific Budgets of National Government Agencies

Sir/Madam:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Delivery Terms: Please see attached Annex "B" for schedule of Services

Payment Terms: Payment process on a monthly basis and shall be made 15-30 days upon inspection and final acceptance

No	Unit	Description	Quantity	Unit Cost	Amount
1	MOS	Schedule Maintenance Services <ul style="list-style-type: none"> Preventive and Corrective Maintenance of Mechanical Preventive and Corrective Maintenance of Electrical Preventive and Corrective Maintenance of Instrumentation 	6	77,000.00	462,000.00
2	MOS	Consumables and Damaged Components <ul style="list-style-type: none"> It includes MINOR CONSUMABLES like Teflon Tapes, Gear Oil, etc. It includes MINOR DAMAGED COMPONENTS like Rubber Rollers, Relays, Driving Belts, etc. All replaced parts will be turned over to end-user together with a complete details of the replacement on a delivery receipt. 	6	5,600	33,600
3	LOT	About the Proposal <ul style="list-style-type: none"> Scheduled Maintenance Services are based on our proposed schedules with respect to the client's preferred schedules All service compliance may vary and will be based on actual site condition for the greater good of everyone's safety WHIZONIC's key personnel will use its own tools and apparatuses during the performance of Scheduled Maintenance Services 			

ORC# 2021-03-01357
 Certified as to Fund Source and in accordance with the approved Work and Financial Plan (W-FP):
 Appropriation: 0110101
 Fund: NRO
 Allotment Class: MVE
 Date: 03/22/2021
 Division Chief, FMS Budget Division



Republic of the Philippines
Department of Social Welfare and Development
Office of the Secretary, Central Office
PURCHASE ORDER

Supplier: WHIZONIC ENTERPRISES CORPORATION **PO No.:** 01-20001-PO-2021-03-00031
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No	Unit	Description	Quantity	Unit Cost	Amount
1	lot	<p>Hiring of Technical Service Provider for the Service Repair and Preventive Maintenance of the Specialized Machineries of the Mechanized Production System at the National Resource and Logistics Management Bureau.</p> <p>'1. The Service Provider shall have a proven track record of providing technical support and assistance in the field of production plant equipment/machineries such as conveyors, gear motors, bagging machines, case forming machines, case taping machines, programmable logic controller (PLC), sensors and other related components in terms of production.</p> <p>They shall employ highly-skilled and competently experienced key personnel, who poses at least a Vocational Diploma / Short Course Certificate on Engineering (Mechanical) or equivalent, each with a minimum 1-year work experience on Machine Operations related to Manufacturing/Production or equivalent</p>	1		495,600.00

		ensuring adequate staffing needs are met at any given time.		
		<p>2. The Service Provider shall submit their company profile including the following:</p> <ul style="list-style-type: none"> a. Company Information and Contact Details b. Management Directory, Workforce and Manpower Qualifications c. Company Overview / Industry Information d. Background, Development/ Accomplishments and Present Conditions e. List of Clients and their Information f. Registrations, Certificates and Licenses g. Approach, work plan, and schedule 		
		<p>SCOPE OF WORK</p> <p>'A. Mechanical Preventive Maintenance</p> <p>1. Ensures operation of machinery and mechanical equipment by completing preventive maintenance requirement on motors, conveyor systems, and production machines; following diagrams, sketches, operation manuals, manufacturer's instructions and engineering specifications; and troubleshoot malfunctions;</p> <p>2. Identify sources of problems by observing mechanical devices in operations; diagnosing and analyzing the problems; using precision measuring and testing instruments;</p> <p>3. Removes defective parts through proper use of dismantling devices; using hoists, cranes, hand and power tools; examining form and texture of parts;</p> <p>4. Determines changes in dimensional requirement of parts by inspecting used parts; using rulers, calipers, micrometers and other measuring instruments;</p> <p>5. Increase automation and life expectancy of assets to eliminate premature replacement of parts;</p> <p>6. Identify equipment/parts for immediate repairs or age of replacement and reduce cost of repairs especially in secondary failure;</p> <p>7. Controls downtime by informing production workers of routine preventive maintenance techniques; monitoring compliance;</p> <p>8. Fabricates spare parts by using machine shop instrumentation and equipment;</p> <p>9. Maintains equipment, parts and supplies inventories by checking stock to determine inventory level; anticipating needed equipment, parts and supplies; placing and expediting orders; verifying receipts;</p> <p>10. Conserves maintenance resources by using equipment and supplies as needed to accomplish job results;</p> <p>'11. Provides mechanical maintenance information by answering queries and requests;</p> <p>12. Prepares mechanical maintenance reports by collecting, analyzing and summarizing information and trends;</p>		

		<p>13. Maintain continuity among work teams by documenting and communicating actions, irregularities and continuing needs; 14. Improvement of quality and safety condition, quality assurance in service, parts and preventive maintenance schedule; 15. Maintains safe and clean working environment by complying with procedures, rules and regulations; and, 16. Contributes to team effort by accomplishing related results as needed</p> <p>'B. Electrical Preventive Maintenance</p> <p>1. Schedule and undertake periodic maintenance on all electrical equipment, components and installations; 2. Provide prompt response to inquiries whenever there is a breakdown and resolve the issue as quickly as possible; 3. Ensure that equipment is in good working order to prevent disruption of activities; 4. Installation of new electrical components and fittings as needed; 5. Recommend replacement for old or faulty electrical components or fittings to the management; 6. Provision of compiled based maintenance techniques such as; a. Vibration analysis of gear box motor to determine misalignment, unbalance, mechanical looseness, gear wear, broken teeth and bearing wear by using Vibrometer. b. Oil analysis to prevent gearbox failure and oil contamination. c. Thermography of heat using Thermal Imagers to capture heat-based images and overheating often signals impending breakdown. d. Electrical effects and penetrants report '7. Assist in forecasting requirements, creating a budget and scheduling expenses for the electrical department; 8. Working in collaboration with the production team to formulate the best cost-effective manufacturing process; 9. Troubleshoot machine breakdowns and provide preventive maintenance services; 10. Provision of free training programs for the DSWD machine operators/technical staff to acquire new learnings and skills pertaining to proper maintenance of the machineries. 11. Provide competent, responsible technical people from the service provider in time of production;</p> <p>'C. Instrumentation Preventive Maintenance</p> <p>1. The service provider shall calibrate all instrumentation devices on a monthly basis to ensure they show the right value. 2. The service provider shall regularly check or control loop checks.</p>			
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3. The service provider shall check/inspect physical instrumentation on a monthly basis on the valves, transmitter or membrane to pinpoint physical problems and identify problems earlier.

4. The service provider should train NRLMB technical staff on basic equipment and instrumentation functionality and proper equipment inspection.

'OTHER PROVISIONS:

1. The service provider shall maintain and service the Mechanized Production System and Equipment listed on the proposal in accordance with schedule of services described at the interval specified therein.

2. The service provider shall give priority in its service or within 24-hours to repair, other remedial maintenance and maintaining of facilities for the replacement of parts to restore to its normal service.

3. The service provider shall check the whole system and make necessary tests to ensure that all circuits and time setting devices are properly set-up and functional. Refer Schedule of Services

4. Service maintenance and/or testing may include, without limitation, lubrication, adjustments, testing and commissioning, and replacement of parts and components deemed necessary by NRLMB.

5. The service provider shall maintain a reasonable stock of spare parts and supplies to service the mechanized machine for which are no longer commercially available and have to be specifically manufactured for the said equipment.

6. The service provider shall conduct at least a monthly schematic safety meeting with NRLMB technical.

7. The service provider shall assign a Technical Staff to be stationed at the NROC Mechanized Production System (upon request).

8. The service provider must submit a monthly maintenance service report which serves as a baseline data for any adjustment needed or innovation;

9. The service provider shall submit a service report within 24 hours upon completion of any activity conducted;

10. The service provider shall assist in forecasting requirements, creating a budget and scheduling expenses for the machine components;

11. The service provider shall work in collaboration with the production team to formulate the best cost effective manufacturing process;

12. The service provider shall provide free training programs for the DSWD machine operators/technical staff to acquire new learnings and skills pertaining to the proper use and maintenance of the electrical/electronic and mechanical components of machineries;

13. The service provider shall provide technical employees with information and provide Personal Protective Equipment (PPE) necessary in compliance with Occupational Safety and Health Standards (OSHS-DOLE as amended 1989) and procedures.

14. The service provider shall provide for the essential tools, gauges, meters, diagnostic, equipment, computers, machinery, vehicles, spare parts, and consumables which includes lubricants and other petroleum products, cleaning agents, electrical pipes, and the like, necessary for the conduct of Preventive Maintenance on the machineries; and,

15. All materials must be approved by the end-user prior to installation

CALLBACK SERVICES:

1. The service provider shall implement an emergency callback service upon receipt of notice from NRLMB at any hour of a regular working day. The equipment must be visited or attended within 24 hours upon receipt of notice from NRLMB or as soon as technical staff of the service provider is available when urgent action is required.

2. The Technical staff of NRLMB will provide a copy of report describing any details of unsatisfactory running or irregularities of mechanized machine to the respective technical staff of service provider.

3. The service provider must submit monthly maintenance service report which served as baseline data for any necessary report or innovation.

'ACCOUNTABILITIES

1. The service provider is liable for losses and/or damages to persons or property due to the fault and negligence of the service provider during the conduct of its service. Service Provider shall assume sole responsibility for payment / replacement of damaged spare parts, payment of parts taxes, social security benefits/insurance coverage and the like that are payable by service provider.

'2. The service provider hereto agrees that their technical staff may be subjected to an on-the

spot search/inspection by NRLMB's security guards-on-duty whenever entering and/or leaving the premises.

3. NRLMB agrees to defend, negotiate and hold harmless service provider, its technical staff, employees and third party agents for any and all losses, damages, legal or non-legal, arising out of any interruption in electrical or mechanical services.

4. Service provider must maintain insurance for its own employees or technical staff against all claims that it may be responsible such as accident or damages.

5. The foregoing warranty and conditions shall apply only to any replaced product or to any repaired, parts, or components supplied/provided by service provider or manufacturer, together with the workmanship as provided herein;

a. The services furnished shall be free from defects in workmanship and material.

b. Service provider accountability under this warranty is limited to the repair or replacement, at its opinion; of any part that, within ninety (90) days after installation and acceptance.

c. In the event of repairs of any part/s of the machineries, warranty will thereafter continue and remain in force only for the unexpired period of the warranty. The time taken for repair and in transit whether under the service warranty or otherwise shall not be excluded from the service warranty period.

6. Machineries shall not be obstructed, moved, or removed without the prior consent of NRLMB, who shall maintain exclusive ownership of all replaced parts, component segments, and waste materials produced thereof, from the repair and maintenance of the Mechanized Production System; and,

7. The service provider shall surrender replaced parts/components and waste materials to the end-user.

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		<ul style="list-style-type: none"> • All Major components that are damaged and assessed needed to be replaced components are not included • Daily and Monthly Activity Reporting and Meeting 		
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Total 495,600.00

(Total Amount in Words) **FOUR HUNDRED NINETY-FIVE THOUSAND SIX HUNDRED PESOS AND 00/100**

In case of failure to make the full delivery within the time specified below, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

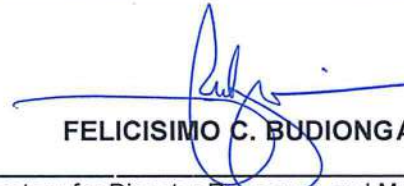
Conforme:

RICKSON G. MORALES

Signature over Printed Name of Supplier

4/28/21

Date



FELICISIMO C. BUDIONGAN

Undersecretary for Disaster Response and Management Group

Certifies as to availability of Fund / Disbursement of fund shall be subject to existing budgeting, accounting and auditing rules and regulations.


JUBILEAH MAES COLES

OIC, Accounting Division

01-20001-001-2021-03-01357

March 24, 2021

₱ 495,600.00

Certified as to Fund Source and in accordance with the approved Work and Financial Plan (WFP): Appropriation: _____ Fund: _____ Allotment Class: _____ P/A/P: _____ <div style="text-align: right;"> Date 3/26/21  </div>
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Division Chief, FMS Budget Division

Delivery Schedule

No	Description	Delivery Date From	Delivery Date To	Place of Delivery	Quantity
1	<p>Hiring of Technical Service Provider for the Service Repair and Preventive Maintenance of the Specialized Machineries of the Mechanized Production System at the National Resource and Logistics Management Bureau.</p> <p>'1. The Service Provider shall have a proven track record of providing technical support and assistance in the field of production plant equipment/machineries such as conveyors, gear motors, bagging machines, case forming machines, case taping machines, programmable logic controller (PLC), sensors and other related components in terms of production.</p> <p>They shall employ highly-skilled and competently experienced key personnel, who poses at least a Vocational Diploma / Short Course Certificate on Engineering (Mechanical) or equivalent, each with a minimum 1-year work experience on Machine Operations related to Manufacturing/Production or equivalent ensuring adequate staffing needs are met at any given time.</p> <p>2. The Service Provider shall submit their company profile including the following:</p> <p>a. Company Information and Contact Details b. Management Directory, Workforce and Manpower Qualifications c. Company Overview / Industry Information d. Background, Development/ Accomplishments and Present Conditions e. List of Clients and their Information f. Registrations, Certificates and Licenses g. Approach, work plan, and schedule</p> <p>SCOPE OF WORK</p> <p>'A. Mechanical Preventive Maintenance</p> <p>1. Ensures operation of machinery and mechanical equipment by completing preventive maintenance requirement on motors, conveyor systems, and production machines; following diagrams, sketches, operation manuals, manufacturer's instructions and engineering specifications; and troubleshoot malfunctions; 2. Identify sources of problems by observing mechanical devices in operations; diagnosing and analyzing the problems; using precision measuring and testing instruments; 3. Removes defective parts through proper use of dismantling devices; using hoists, cranes, hand and power tools; examining form and texture of parts; 4. Determines changes in dimensional requirement of parts by inspecting used parts; using rulers, calipers, micrometers and other measuring instruments; 5. Increase automation and life expectancy of assets to eliminate premature replacement of parts;</p>				

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	<p>replacement, at its opinion; of any part that, within ninety (90) days after installation and acceptance.</p> <p>c. In the event of repairs of any part/s of the machineries, warranty will thereafter continue and remain in force only for the unexpired period of the warranty. The time taken for repair and in transit whether under the service warranty or otherwise shall not be excluded from the service warranty period.</p> <p>'6. Machineries shall not be obstructed, moved, or removed without the prior consent of NRLMB, who shall maintain exclusive ownership of all replaced parts, component segments, and waste materials produced thereof, from the repair and maintenance of the Mechanized Production System; and,</p> <p>7. The service provider shall surrender replaced parts/components and waste materials to the end-user.</p>			