



## Palau Public Utilities Corporation

# **REQUEST FOR PROPOSAL RFP PUC18-008 PREVENTIVE MAINTENANCE, SERVICING, FILTERING AND DEGASIFICATION OF TWO (2) UNITS 1000 KVA TRANSFORMER in PELELIU POWER STATION.**

<b>Issued on</b>	<b>: April 17, 2018</b>
<b>Close on</b>	<b>: May 17, 2018</b>
<b>Request For Quotation No. (RFP No.)</b>	<b>: RFP-PUC18-008</b>
<b>Employer</b>	<b>: Palau Public Utility Corporation (PPUC)</b> PO Box 1372, Oldiais Building, Medalaii, Koror Republic of Palau 96940
<b>Country</b>	<b>: Republic of Palau</b>

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## **1. PREFACE**

This Request For Proposals (RFP) for the Preventive Maintenance Servicing, Filtering and degasification of dissolved gases of Two (2) Units 1000 KVA Transformer in Peleliu Power Station. Works has been prepared by Palau Public Utilities Corporation - Electric Power Operations (PPUC-EPO). PPUC-EPO wishes to receive Proposals from all interested persons or firms eligible and with the capability to supply the services in the Republic of Palau.

## **2. BACKGROUND**

This 1000 KVA Power Transformer in Peleliu was installed in 1999. This Transformer is used to transform the 440 Volts output of various Units into 13,800 Volts that will be fed to the Main Distribution Lines. The normal Preventive Maintenance schedule for a Power Transformer should be every Five (5) years depending on its actual loading. Having it in continuous operation for almost 20 years, it is a must that the Preventive Maintenance Servicing must be implemented in order to maintain its High Level Reliability and Prolong its Lifespan.

The Palau Public Utilities Corporation (PPUC) provides power, water and sewerage services to Koror and other areas in the Republic of Palau. The Republic of Palau comprises of 350 tropical islands and islets located in the western most part of Micronesia about 600 miles (960 kilometers) East of Mindanao, Philippines and some 800 miles (1,280 kilometers) southwest of Guam. Palau lies between 8°10'N/ 3°N Latitude and 132°45' / 134°25' E

Longitude. The main group of Palau Islands is dominated by the 150 square mile (390 square

kilometers) island of Babeldaob—Palau's largest land mass. PPUC was created in 1994, the same year Palau gained independence as a sovereign nation. Since then, PPUC has been operating the national electric utility and the distribution facilities, which now cover about 47 linear miles of 34.5KV transmission and 114 linear miles of 13.8KV distribution lines. Palau has a current real capacity of slightly over 28MW with power plants located at Malakal, Aimeliik, Peleliu, Angaur and Kayangel. Malakal and Aimeliik provide power to the central grid supplying Koror, and Babeldaob.

Peleliu State is the second largest island that has a maximum load requirements of 250 KW.

## **SCOPE OF WORK**

### **ITEM I: DESCRIPTION**

Servicing of Two (2) Units 1000 KVA, 440 VOLTS/ 13.8KV Transformer at PELELIU POWERSTATION, Republic of Palau.

### **ITEM II: SCOPE OF WORK**

1. Mobilization to PELELIU POWER STATION.
2. Site coordination prior to start work.
3. Drain oil content for a total of 100 liters.

4. Check and rectify oil leakages and bolt tightness.
5. Make up of new insulating oil, 100 liters.
6. Processing and filtering of transformer oil with REGENERATIVE VACUUM/ FILTERING MACHINE, duration depends upon attainment of required oil insulation level of 45kV, (IEC 60159). The filtering process must be done in 5 cycles with a minimum of 4 hours per cycle.
7. Check for oil leakages and bolt tightness.
8. Perform the following various Technical Test supported with Technical report:
  - a. Insulation Power Factor (10kV AC).
  - b. Insulation Resistance Test (5,000 Volts) Test.
  - c. Transformer Turns Ratio Test (All Taps).
  - d. Transformer Winding Resistance Test (All Taps).
  - e. Excitation Test (10kV).
  - f. Bushing Hot Collar Test.
  - g. Oil Dielectric Breakdown Voltage Test.
9. Water blasting of the whole transformer body
10. Cleaning of bushing insulators and main terminals.
11. Insulation test on high voltage and low voltage cable.
12. Re-insulation of high voltage and low voltage terminals.
13. Repainting of the main transformer body.
14. Training and Orientation on Transformer Maintenance to PPUC Personnel.

**Additional Requirements after contract execution:**

- The contractor shall be required to submit within ten (10) calendar days the schedule of values of each work item and Gant Chart with S- Curve to PPUC after the issuance of a Notice To Proceed (NTP).

### 3. PPUC ADVICE AND ASSISTANCE

PPUC will provide insulating oil requirements as well as the empty drums for storage of the drain oil and PPUC will dispose the drain oil and Water and Power supply requirements needed for this project.

### 4. CONTRACTOR REQUIREMENTS

The Contractor shall provide their own tools and equipment, mobilization and all materials needed to finish this project according to the Scope of Work as describe on Scope of Work.

#### A. Safe Working Procedures

Any persons working at this project must be provided with, and wear personal protective equipment including but not limited to gloves, safety shoes and eye protection.

The Contractor will be fully responsible for the safety of their workers under this contract at all time.

### 5. OBTAINING RFP

Electronic copies of the RFP may be obtained by emailing the nominated Contact Officer below, or from the PPUC website [www.ppuc.com](http://www.ppuc.com). All prospective bidders are requested to provide their contact details (company name and website, contact person, email and telephone number) to ensure they receive any updates to the RFP.

PPUC will also issue hard copies of the RFP on request at Palau Public Utilities Corporation (PPUC), Oldiais Building, Medalaii, Koror PO Box 1372, Republic of Palau 96940.

#### Contact Officer:

The contact officer for this RFP is:

**Mr . SOFRONIO B. MAHOR**

*Chief Procurement Officer*

PPUC

Oldiais Building, Medalaii, Koror

PO Box 1372,

Republic of Palau 96940

Telephone No.: 680-488-3870/ 3872

E-mail Address: [ponz@ppuc.com](mailto:ponz@ppuc.com)

### 6. PROPOSAL REQUIREMENTS

The Proposer shall submit a written proposal which includes:

1. A Title Page identifying the RFP No. and the Works to be provided;
2. An appreciation of the scope of work and activities required, and the methods proposed to be used to complete the works;
3. Summary of experience for the last three years.
4. Have a thorough experience with the Power Transformer Maintenance and Servicing.
5. Familiarity and experience with any kind of Transformers.
6. Key Personnel or Contact Personnel;

7. Proposed time to start after notification of award
8. Schedule of work (Gantt Chart with S- Curve) showing timeframes for the completion of the works, including any lead time required for arranging travel, accommodation, equipment etc.;
9. Fixed Lump Sum Price for works;
10. Other Proposal features which will contribute to the value of the offer.

## **7. SUBMISSION OF PROPOSALS**

Interested Contractors may submit their sealed Proposal hardcopy to PPUC- Main Office, 2nd Floor, Oldiais Building, Medalaii, Koror, Palau 96940, or by email to the nominated Contact Officer. For inquiries regarding submission of quotations, please contact Mr. Mahor as noted above.

## **8. PAYMENT TERMS**

- A. Payment terms shall be determined as follows:
  - a. After evaluation per proposal
  - b. After negotiations with the winning offeror.
  - c. All payments shall be made after receipt of original invoice from contractor for each work phase, certified by a duly authorized PPUC representative.

## **9. EVALUATION AND SELECTION PROCESS**

All proposals received shall be evaluated by a specially convened committee. The following criteria (NOT Necessarily in Order) will be used to evaluate proposals:

### **A - Technical: 60%**

1. Proposal compliance with all RFP requirements as stated in this document
2. Proposed Project Time-Frame
3. Familiarity and experience with this type of project for the last Three Years in the Pacific Rim.
4. Previous Records with PPUC Projects.

### **B - Financial: 40%**

1. Proposed Project Cost
2. Bid Bond.

## **10. GENERAL CONDITIONS**

- A. Suppliers are required to submit their proposals based upon the conditions expressed in these instructions
  - i. **Assignment of Contract:** The contract shall not be assigned to any party without prior written consent from PPUC.

- ii. **RFP Modification:** This RFP does not commit PPUC to award a contract, to pay any costs incurred in the preparation of the proposal under this request, or to procure or contract for services. PPUC also reserves the right to accept or reject any or all proposals received under this request, to negotiate with qualified Bidder, or to cancel in whole or in part this RFP, if it is in the best interest of PPUC to do so. Prospective Bidder under this RFP may be required to participate in negotiations and to submit any price, or technical revisions to their proposals as may result from the negotiation process.
- iii. **Performance & Payment Bond:** PPUC requires that all contractors with contracts in excess of \$50,000 should acquire performance and payment bonds tendered in a manner and through a surety acceptable to the PPUC Chief Executive Officer / General Manager, which guarantees satisfactory completion of a project. The performance and payment bonds shall be in an amount equal to the total price specified in the contract. *(to be determined by PPUC)*
- iv. **Transfer of property:** All proposals shall become PPUC property.
- v. **Conformity:** The PPUC procurement regulations shall apply to all proposals and winning contractor shall be bound by them.
- vi. **Bid Bond:** Each project cost proposal must be accompanied by a certified check, cashier's check or proposal bond made payable to PPUC, in the sum of 10% of the aggregate cost of the proposal; such guarantee to be forfeited should the offeror to whom the work is awarded fail to execute and deliver contract and for the payment of all persons performing labor or furnishing materials in connection therewith, and in all other respects perform the agreement created by the PPUC's acceptance of said proposal.
- vii. **Submission of the Proposal:**
  - 1. A cover page with a table of contents
  - 2. An executive summary page that summarizes the corporate history, contractor's ability to satisfy the requirements of this RFP, project cost and a synopsis of salient details required in this RFP.
  - 3. The proposals shall be sealed in a package and should include:
    - a. The Contractors information (i.e., Name, Address, and Contact) on the outside package
    - b. The RFP# on the outside of the package that should be submitted NOLATER THAN 4:00 PM of CLOSING DATE-Palau Time.  
[Note: The RFP # should be in big fonts.]
    - c. The sealed package should include the One (1) *original plus Six (6) copies* and One (1) USB Soft Copy of the proposal.
- viii. **Inquiries:** Any inquiries, requests, clarification, or additional information pertaining to this RFP shall be made in writing, by email or fax through the contacts provided

## 11. CONTRACT CLAUSES

**A.** All contracts shall, at a minimum, contain the following clauses:

- |   |                          |
|---|--------------------------|
| 1. Governing Regulations                                      | 13. Commencement of Work |
| 2. Penalties for Violation of Regulations                     | 14. Liquidated Damages   |
| 3. Contract Disputes  | 15. Schedule             |
| 4. Gratuities   | 16. Clear Title          |
| 5. Kickbacks  | 17. Taxes                |
| 6. Representation of Contractor<br>Concerning Contingent Fees | 18. Force Majeure        |
| 7. Changes  | 19. Relationship         |
| 8. Stop Work Order  | 20. Entire Agreement     |
| 9. Termination for Defaults or Convenience                    | 21. Assignment           |
| 10. Approvals, Certificates, Permits and Licenses             | 22. Subcontract          |
| 11. Laws and Regulations                                      | 23. Contracting Officer  |
| 12. PPUC's right to inspect                                   |                          |

## 12. CONTACT DETAILS

**Sofronio "Pons" Mahor**  
Chief Procurement Officer  
PPUC Procurement Division  
Tel: (680) 488-3870 Fax: (680) 488-4499  
Email: [ponz@ppuc.com](mailto:ponz@ppuc.com)

**Tito Cabunagan**  
PGD Manager  
PPUC Power Generation Department  
Tel: (680) 488-0510  
Email: [t2@ppuc.com](mailto:t2@ppuc.com)



## APPENDIX 1- BID FORM

### Letter of Quotation

Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

RFP No.: RFP-PUC18-008

### **Preventive Maintenance Servicing, Filtering and Degasification of Two (2) Units 1000 KVA Transformer in Peleliu Power Station.**

To: **The Chief Executive Officer / General Manager  
Palau Public Utilities Corporation**

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the RFP, including Addenda issued in accordance (if any);
- (b) The price of our Bid, excluding any discounts offered in item (d) below is the sum of:  
*[amount of local currency in words], [amount in figures]*
- (c) Our bid shall be valid for a period of . . . . . days from the date fixed for the bid submission deadline in accordance with the RFP, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (d) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- (e) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive; and
- (f) We accept full responsibility for the health and safety of persons employed by us in completing the works under this Quotation.

Name .....

In the capacity of .....

Signed .....

Duly authorized to sign the Bid for and on behalf of .....

Date .....

## **Appendix 2: Schedules of Rates and Prices**

### **Price Schedules**

#### **General**

1. The Request for Proposal will be a Lump Sum Quotation for completion of all specified works.
2. The Schedules generally describe the works to be performed. Bidders shall be deemed to have read the RFP and visited the sites to ascertain the full scope of the requirements prior to filling in the price. The entered price shall be deemed to cover the full scope as aforesaid, including overheads and profit.
3. If bidders are unclear or uncertain as to any item, they shall seek clarification in writing prior to submitting their bid.

#### **Pricing**

4. Prices shall be entered in indelible ink, and any alterations necessary due to errors, etc., shall be initialled by the Bidder.
5. Bid prices shall be quoted in United States Dollars, in the manner indicated in the Bid Form of the RFP. For each item, bidders shall complete each appropriate column in the respective Schedules, giving the price breakdown as indicated in the Schedules.
6. Payments will be made to the Contractor in United States Dollars.
7. When requested by the Employer for the purposes of making payments or partial payments, valuing variations or evaluating claims, or for such other purposes as the Employer may reasonably require, the Contractor shall provide the Employer with a breakdown of any composite or lump sum items included in the Schedules.

ITEM	DESCRIPTION OF WORKS	Price USD (Incl Taxes and Duties)
ITEM I	Servicing of Two (2) Units 1000 KVA, 440V/13.8kV Transformer at PELELIU POWER PLANT SUBSTATION, Republic of Palau.	
ITEM II	1. Mobilization to PELELIU POWER PLANT.	
	2. Site coordination prior to start work.	
	3. Drain oil content for a total of 100 liters.	
	4. Check and rectify oil leakages and bolt tightness.	
	5. Make up of new insulating oil, 100 Liters.	
	6. Processing and filtering of transformer oil with REGENERATIVE	
	VACCUM/FILTERING MACHINE, duration depends upon attainment	
	of required oil insulation level of 35kV, (IEC 60159), thru periodic oil	
	dielectric test.	
	7. Check for oil leakages and bolt tightness.	
	8. Testing and Commissioning with Technical report, as follows:	
	a. Insulation Power Factor (10k VAC).	
	b. Insulation Resistance Test (5,000 Volts) Test	
	c. Transformer Turns Ratio Test (All Taps).	
	d. Transformer Winding Resistance Test (All Taps).	
	e. Excitation Test (10KVA).	
	f. Bushing Hot Collar Test.	
	g. Oil Dielectric Breakdown Voltage Test.	
	9. Water blasting of the whole transformer body.	
	10. Cleaning of bushing insulators and main terminals.	

ITEM	DESCRIPTION OF WORKS	Price USD (Incl Taxes and Duties)
	11. Insulation test on high voltage and low voltage cable.	
	12. Re-insulation of high voltage and low voltage terminals.	
	13. Repainting of the main transformer body.	
	14. Training and Orientation on Transformer Maintenance to PPUC Personnel.	
<b>TOTAL COST PROPOSAL</b>		

Name of Bidder \_\_\_\_\_

Signature of Bidder \_\_\_\_\_

## APPENDIX 3- PICTURES

1000 KVA - PICTURES

