

CONTRACT AGREEMENT

This **CONTRACT AGREEMENT** is entered into and executed by and between:

- (1) **THE CITY GOVERNMENT OF PASIG**, a local government unit existing under Philippine laws, with postal address at Pasig City Hall, Caruncho Avenue, Brgy. San Nicolas, Pasig City, Metro Manila, herein represented in this Act by its City Mayor, **Hon. Victor Ma. Regis N. Sotto** (the "**Procuring Entity**"); and
- (2) **DG&T ELEVATOR AND ESCALATOR SERVICES** a company duly organized in accordance with and registered under the laws of the Philippines, and with business address at 1512-D Labores Ext., Brgy. 857, Pandacan, NCR, City of Manila, First District, 1011, represented in this Act by **Ms. Carmila B. Taño** (hereinafter referred to as the "**Supplier**").

WHEREAS, the Procuring Entity invited Bids for the procurement of the **PREVENTIVE MAINTENANCE AND REPAIR SERVICES OF TWO (2) ELEVATOR UNITS AT THE HRM BUILDING - PAMANTASAN NG LUNGSOD NG PASIG** under **RFQ NO. 100-23-05-1325** (the "Project") and has accepted the Bid by the Supplier in the sum of **SIX HUNDRED THIRTY-FIVE THOUSAND SEVEN HUNDRED PESOS (PHP 635,700.00)** (hereinafter called "**Contract Price**").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. The following documents as required by the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part/s of this Agreement, *viz.*:
 - i. Request for Quotation, including the Terms of Reference ("TOR") (**ANNEX "A"**);
 - ii. Winning bidder's bid (**ANNEX "B"**);
 - iii. Notice of Award of Contract, and the Bidder's conforme thereto (**ANNEX "C"**);
 - iv. Other contract documents that may be required by existing laws and/or the Procuring Entity. Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, shall likewise form part of the Contract.
2. The project shall commence after the approval of the contract but not exceed 31 December 2023.
3. In consideration for the sum of **SIX HUNDRED THIRTY-FIVE THOUSAND SEVEN HUNDRED PESOS (PHP 635,700.00)** the Supplier agrees to deliver the goods and/or perform the services of the contract in accordance with its Bid.
4. The Procuring Entity agrees to pay monthly based on the actual services rendered and upon submission of the Monthly Preventive Maintenance Report.

5. When the supplier fails to satisfactorily deliver goods under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the supplier shall be liable for damages for the delay and shall pay the procuring entity liquidated damages, not by way of penalty, an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods scheduled for delivery for every day of delay until such goods are finally delivered and accepted by the procuring entity concerned.
6. The Supplier grants the Procuring Entity all rights, title, and interest in and to any and all work product created for and in the course of this project, including all intellectual property rights therein and thereto.
7. The Supplier agrees that all information disclosed by the Procuring Entity during the procurement process and the implementation of this Agreement shall remain the sole and exclusive property of the Procuring Entity.
8. In the exercise of their rights and compliance with the obligations under this Agreement, the Parties shall observe and comply with Republic Act No. 10173, otherwise known as the "Data Privacy Act of 2012", its implementing rules and regulations, as well as all issuances of the National Privacy Commission.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the date first written above.

CITY GOVERNMENT OF PASIG

DG&T ELEVATOR AND ESCALATOR SERVICES

By:

By:

HON. VICTOR MA. REGIS N. SOTTO
City Mayor

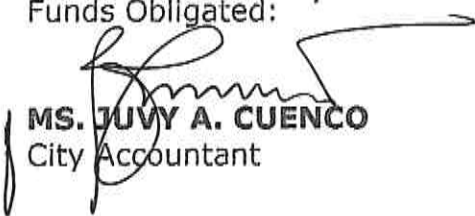

CARMILA B. TAÑO
Owner

Signed in the presence of:

Funds Appropriated:


MS. MA. THERESA B. HERNANDEZ
OIC - City Budget Office

Funds Obligated:


MS. JUVY A. CUENCO
City Accountant

Funds Available:


MS. MARITA A. CALAJE
City Treasurer

Recommending Approval:


GLICERIO M. MANINGAS
Associate Professor II

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)

PASIG CITY) S.S.

BEFORE ME, a Notary Public for and in the PASIG CITY, on this day of OCT 09 2023, 2023, personally appeared:

Name	Government ID	Issue and Expiry Date
CARMILLA B. TAÑO	passport P8857135A	DFA NCR WEST 22 SEPT. 2028

Known to me to be the same person who executed the foregoing Contract consisting of three (3) pages, and who acknowledged to me that the same is their own free and voluntary act and deed as well as the free and voluntary act and deed of the entity they duly authorized to represent.

WITNESS MY HAND AND NOTARIAL SEAL, on the date and place first above written.

Doc. No. 123
Page No. 28
Book No. IV
Series of 2023.

ATTY. GERARD P. RUBIO
Notary Public-Pasig City, San Juan and Pateros
Until December 31, 2024
ROLL NO. 84083
IBP NO. 243416
PTR No. 9004629
APPOINTMENT NO. 276(2023-2024)
MCLE EXEMPTION NO. VIII-BEP002249
TIN NO. 238-919-765

ACKNOWLEDGMENT

BEFORE ME, a Notary Public for and in the City of Pasig on this day of OCT 24 2023, 2023, Personally appeared **Hon. Victor Ma. Regis N. Sotto**, known to me and to be is known to be the same person who executed the foregoing instrument and who acknowledged to me that the same is his free and voluntary act and deed as well as that of the entity he represents.

This Instrument consists of three (3) pages, including this page in which this Acknowledgment is written and duly signed by the Parties.

WITNESS MY HAND SEAL AND NOTARIAL SEAL, on the date and place first above written.

Doc. No. 208
Page No. 42
Book No. IV
Series of 2023.

JOSCA LEIRA ELA G. MANSUJETO
Notary Public for Pasig, San Juan & Pateros
Until 31 December 2023
Appointment No. 107
PTR No. 0162889, 09 January 2023, Pasig City
IBP No. 249506, 09 January 2023, RSM
Roll of Attorneys No. 69990
MCLE Compliance No. VII-0009528
Valid until 14 April 2025
Unit 5E2 8101 Pearl Plaza Building,
Pearl Drive, Ortigas Centre, Pasig City

 **REPUBLIC OF THE PHILIPPINES**
Unified Multi-Purpose ID 

CRN - 0111-4136744-3

SURNAME **TARO**

GIVEN NAME **CARMILA**

MIDDLE NAME **BUSTILLO**

SEX **FEMALE**

DATE OF BIRTH **1991/11/26** 

ADDRESS
**1512-D LABORES EXT. 857 PANDACAN
MANILA NCR PHL 1011**



F274-22-6



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GSIS



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In case of loss, please return to the nearest SSS Branch

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PASIG

PROCUREMENT MANAGEMENT OFFICE

REQUEST FOR QUOTATION

Date: 06 September 2023

RFQ No.: 100-23-05-1325

Name of Company: _____
 Address: _____
 Name of Store/Shop: _____
 Address: _____
 TIN: _____
 PhilGEPS Registration Number: _____

The City Government of Pasig, through the Bids and Awards Committee (BAC), intends to procure **Preventive Maintenance and Repair Services of Two (2) Elevator Units at the HRM Building – Pamantasan ng Lungsod ng Pasig** with an Approved Budget for the Contract (ABC) of **Php 648,500.00**, 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 in the table below.

The Project shall be awarded as One Project having several items that shall be awarded as one contract. Quotations received exceeding each total Cost per Item and/or the total Approved Budget for the Contract shall be rejected.

Item No.	Item Description	Brand Name (PLEASE DO NOT LEAVE BLANK)	QTY	UOM	Approved Budget		Price Offer	
					Unit Cost	Total Cost	Unit cost	Total Cost
PREVENTIVE MAINTENANCE AND REPAIR SERVICES OF TWO (2) ELEVATOR UNITS AT THE HRM BUILDING OF PAMANTASAN NG LUNGSOD NG PASIG								
1	Repair of Passenger Elevator (PE 1), - Scope of works: 1. Repair of passenger elevator (PE 1) which includes replacement of ADO board, monostable sensor, bistable sensor, option board, door contact, isolation pad, cartop battery, emergency drive battery and CCN board.		1	unit	382,100.00	382,100.00		
2	Repair of Service Elevator (SE 1), - Scope of works: 1. Repair of service elevator (SE 1) which includes replacement of ADO board, monostable sensor, bistable sensor, option board, door contact and emergency battery drive 4 pcs.		1	unit	189,600.00	189,600.00		
3	Preventive Maintenance fee (Passenger Elevator & Service Elevator), - Inclusive period: 4 months Monthly maintenance fee per unit: 1 unit (HRM lobby) 1 unit (near parking area) Total monthly maintenance fee: 19,200.00 x 6 months = 115,000.00		4	month	19,200.00	76,800.00		



Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.

Total

648,500.00

DELIVERY TERM: Please refer to the Terms of Reference.

*Indicate the BRAND NAME or MANUFACTURER NAME and the specific MODEL to be offered or attach a BROCHURE for the offered item; items including but not limited to clothing, vehicle, equipment, devices, electronics, machines, drugs, medicines, medical supplies must be branded or at the very least, manufacturer shall be indicated.



PASIG



PAMANTASAN NG LUNGSOD NG PASIG

Office of the Building Administration

Alcalde Jose M. Kanangon Pasig City, Philippines 1600
628-1014 Loc. 105 building_admin@pasigcity.gov.ph

TERMS OF SERVICE

PROJECT NAME: PREVENTIVE MAINTENANCE AND REPAIR SERVICES OF TWO (2) ELEVATOR UNITS AT THE HRM BUILDING OF PAMANTASAN NG LUNGSOD NG PASIG.

DURATION : FOUR (4) MONTHS STARTING FROM THE APPROVAL OF THE CONTRACT

TO: All Prospective Bidders
Members of the Bids and Awards Committee
Other Concerned

I Purpose

The Pamantasan ng lungsod ng Pasig (PLP) desires to engage the services of a contractor to provide a comprehensive PREVENTIVE MAINTENANCE AND REPAIR SERVICES OF TWO (2) ELEVATOR UNITS AT HRM BUILDING OF PAMANTASAN NG LUNGSOD NG PASIG for a period of four (4) months after the approval of the contract.

II. Description of the Elevators

One (1) Unit Passenger Elevator (PE 1)

Location of Elevator	HRM Lobby
Number of Elevator	1
Capacity	21 Person/1600 kg
Number of stops/opening	8 stops

One (1) Service Elevator (SE 1)

Location of Elevator	Near Parking Area
Number of Elevator	1
Capacity	21 Person/1600 kg
Number of stops/opening	8 stops

III. Scope of Works


1. Repair of Passenger Elevator (PE 1) which includes replacement of ADO Board, Monostable sensor, Bistable Sensor, Option Board, Door Contact, Isolation Pad, Cartop Battery, Emergency Drive Battery, and CCN Board.
2. Repair of Service Elevator (SE 1) which includes replacement of ADO Board, Monostable Sensor, Bistable Sensor, Option Board, Door Contact, and Emergency Battery Drive 4pcs.
3. Preventive Maintenance


IV. General Maintenance

- A. The scope of the preventive maintenance program shall be comprehensive and shall include at a minimum:
- Adjustments

IKR-  TRON

Caruncho Avenue, Brgy. San Nicolas, Pasig City, Philippines 1600

(02) 8643-1111 * (02) 8641-1111 loc 1461 *  bidsandawards@pasigcity.gov.ph *

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- Lubrication
- Repairs and replacements
- Insulation Resistance Test
- Load Bank Testing
- Cleaning
- Recordkeeping

The program shall include but not limited to, maintaining the elevator to run at rate speed, rated capacity, desired door open/ close timing of designated floor stops, required floor leveling parameters, and built-in air-condition.

- B. Maintenance, repairs, or replacements shall have performed only by the trained technicians of the Contractor.
- C. Recordkeeping- a complete log must be kept that contains records of all maintenance, adjustments, repairs, replacements performed on the elevator. The log must include the following:
- Dates
 - Names of participating personnel
 - Description of tasks performed, including tests and inspections, reports trouble calls, corrective action, recommendations, or any other incidents related to the elevator.

V. RESPONSIBILITY OF THE CONTRACTOR

- The contractor shall systematically examine, clean, lubricate, adjust, apply rust protective paint and repair/replace parts of all the elevators specified above.
- The contractor shall supply and standby technicians' tools, gadgets, and equipment necessary to carry its duties and responsibilities.
- The contractor shall submit a Monthly Inspection Report with findings and recommendations.
- The contractor shall not make any changes or alterations to the existing mechanical equipment, circuits, circuit wiring or sequencing, nor alter the original circuit or wiring design without prior consent of PLP.
- At least one elevator must be in service at one time for regular maintenance, lubrication, and servicing during office hours Monday to Saturday from 8am – 9pm.
- Maintenance service adjustments and callback service shall be available from Monday to Sunday 7:00 am to 6:00 pm in case of breakdowns, disorderly operations or malfunctioning of the equipment without additional cost to the PLP. Response time for trouble call shall be within one (1) hour from the time-of-service call.

VI. REPAIR AND MAINTENANCE FEE

Inclusive Period	Monthly Maintenance Fee per Unit	Total Monthly Maintenance Fee	Total Monthly Maintenance Fee (x 4 months)
4 Months	1 unit (HRM Lobby)	19,200	76,800
	1 unit (HRM Parking)		
GRAND TOTAL FOR MAINTENANCE:			76,800



Caruncho Avenue, Brgy. San Nicolas, Pasig City, Philippines 1600

(02) 8643-1111 * (02) 8641-1111 loc 1461 * bidsandawards@pasigcity.gov.ph *

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PASIG



PALANTASAN NG LUNGSOD NG PASIG

Office of the Building Administration

Alkalde Jose St. Kapasigan Pasig City, Philippines 1600

628-1014 Loc. 106 building_admin@p1pasig.edu.ph

REPAIR OF ELEVATOR	UNIT	AMOUNT
PE 1	1 LOT (See scope of works)	382,100.00
SE 1		189,600.00
TOTAL REPAIR COST		571,700.00

SCOPE OR WORKS	UNIT	AMOUNT
Repair Works Cost	1 LOT (PE 1 and SE 1)	571,700.00
Preventive Maintenance		76,800
TOTAL CONTRACT COST		648,500.00

VII. TERMS OF PAYMENT

1. Payment for repair of the two (2) units' elevator is upon the completion and delivery of the elevator within 30 days.
2. Payment for preventive maintenance (VAT inclusive) shall be monthly upon receipt of the monthly billing based on actual services rendered and upon submission of the Monthly Preventive Maintenance Report.

VIII. EFFECTIVITY

The duration of the project shall be for a period of 4 months after the approval of the contract.

Prepared by:

Engr. Karen V. Arguelles, MSCM
PLP Building Administrator



Caruncho Avenue, Brgy. San Nicolas, Pasig City, Philippines 1600

(02) 8643-1111 * (02) 8641-1111 loc 1461 * bidsandawards@pasigcity.gov.ph *

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Submit this Quotation (Accomplished and duly signed by the Owner or the respective Authorized Representative indicated in the Secretary's Certificate/Special Power of Attorney) not later than the closing date specified in the Bid Notice Abstract posted in PhilGEPS website along with the following documents:

- **Mayor's/Business Permit** (or a recently expired Mayor's/Business permit together with the official receipt as proof that the prospective bidder has applied for renewal within the period prescribed by the concerned local government unit subject to submission of the Mayor's Permit before the award of contract). The nature of business as stated in the Mayor's/Business Permit should at the very least be similar or related to the project to be bid.
- **PhilGEPS Registration Number**
- **Income Tax Return** - Latest Income or Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (EFPS).

In accordance with Revenue Regulation No. 3-2005, the above-mentioned tax returns shall refer to the following:

1. Latest Income Tax Return (ITR) - For participants already with an Annual ITR, latest ITR shall refer to the ITR for the preceding Tax Year be it on a calendar or fiscal year. For new establishments which, therefore, have no annual ITR yet, it shall refer to the most recent quarter's ITR.
 2. Latest Business Tax Return - refers to the Value Added Tax (VAT) or Percentage Tax returns covering the previous six (6) months.
- Accomplished and notarized **Omnibus Sworn Statement** ([https://www.gppb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement\(Revised\).docx](https://www.gppb.gov.ph/assets/forms/Omnibus%20Sworn%20Statement(Revised).docx))
 - **Proof of Authorization: Secretary's Certificate** if corporation, or **Special Power of Attorney**, if individual.

ADDITIONAL REQUIREMENTS:

For Procurement of Drugs and Medicines:

Documents from the Food and Drug Administration (FDA):



- a. Certificate of Product Registration;
- b. Certificate of Good Manufacturing Practice;
- c. License to Operate;
- d. Batch Release Certificate (*for vaccines, toxoids and immunoglobulins only*) [*to be submitted upon delivery*]; and
- e. Certificate of Analysis (*for anesthesia and antibiotics*) [*to be submitted upon delivery*].


If the Supplier is not the Manufacturer, a certification from the Manufacturer that the supplier is an authorized distributor/dealer of the products/items.

Please submit the accomplished Quotation and required documents on or before the deadline of submission at the Bids and Awards Committee (BAC) through the **Procurement Management Office (BAC Secretariat Office), 4th Floor, Pasig City Hall, San Nicolas, Pasig City.**

All documents should be submitted in a sealed brown envelope addressed to the "Bids and Awards Committee, 4th Floor, Pasig City Hall", and properly marked with the Project Title as provided herein.

Caruncho Avenue, Brgy. San Nicolas, Pasig City, Philippines 1600

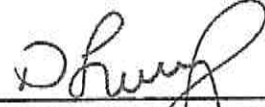
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The CITY GOVERNMENT OF PASIG reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For any clarification, you may contact us at telephone no. (02) 8641-1111 / (02) 8643-1111 loc. 1461 or email address at bidsandawards@pasigcity.gov.ph



ATTY. PONCE MIGUEL D. LOPEZ
Officer in Charge, Procurement Management Office

I hereby certify that I have read and agree to this Request for Quotation, its Terms of Reference, and Bid Bulletin/s, if any. I further certify that the products to be delivered will conform to the specifications stated in the Item Description.



Conforme:


Signature over Printed Name

Position

Duly authorized to sign quotation/offer for and on behalf of _____
(Please indicate Company Name)

Caruncho Avenue, Brgy. San Nicolas, Pasig City, Philippines 1600

 (02) 8643-1111 * (02) 8641-1111 loc 1461 *  bidsandawards@pasigcity.gov.ph *

 pasigcity.gov.ph



PASIG

PROCUREMENT MANAGEMENT OFFICE

REQUEST FOR QUOTATION

Date: 06 September 2023

RFQ No.: 100-23-05-1325

Name of Company: DG&T ELEVATOR AND ESCALATOR SERVICESAddress: 1512-D LABORES EXT. PANDACAN, MANILA

Name of Store/Shop: _____

Address: _____

TIN: 317-017-364-000PhilGEPS Registration Number: 408240

The City Government of Pasig, through the Bids and Awards Committee (BAC), intends to procure Preventive Maintenance and Repair Services of Two (2) Elevator Units at the HRM Building – Pamantasan ng Lungsod ng Pasig with an Approved Budget for the Contract (ABC) of Php 648,500.00, 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 in the table below.

The Project shall be awarded as One Project having several items that shall be awarded as one contract. Quotations received exceeding each total Cost per Item and/or the total Approved Budget for the Contract shall be rejected.

Item No.	Item Description	Brand Name (PLEASE DO NOT LEAVE BLANK)	QTY	UOM	Approved Budget		Price Offer	
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1	Repair of Passenger Elevator (PE 1), - Scope of works: 1. Repair of passenger elevator (PE 1) which includes replacement of ADO board, monostable sensor, bistable sensor, option board, door contact, isolation pad, cartop battery, emergency drive battery and CCN board.	KONE	1	unit	382,100.00	382,100.00		382,100.00
2	Repair of Service Elevator (SE 1), - Scope of works: 1. Repair of service elevator (SE 1) which includes replacement of ADO board, monostable sensor, bistable sensor, option board, door contact and emergency battery drive 4 pcs.	KONE	1	unit	189,600.00	189,600.00		189,600.00
3	Preventive Maintenance fee (Passenger Elevator & Service Elevator), - Inclusive period: 4 months Monthly maintenance fee per unit: 1 unit (HRM lobby) 1 unit (near parking area) Total monthly maintenance fee: 19,200.00 x 6 months = 115,000.00		4	month	19,200.00	76,800.00		64,000.00

IKA- TROON

Note: Other terms and conditions are stipulated in the attached Terms of Reference, if any.	Total	648,500.00	651,700
DELIVERY TERM: Please refer to the Terms of Reference.			

*Indicate the BRAND NAME or MANUFACTURER NAME and the specific MODEL to be offered or attach a BROCHURE for the offered item; items including but not limited to clothing, vehicle, equipment, devices, electronics, machines, drugs, medicines, medical supplies must be branded or at the very least, manufacturer shall be indicated.



PASIG



OFFICE OF THE BUILDING ADMINISTRATION
 Office of the Building Administration
 9 Alibon 2nd St. Caruncho Pasig City, Philippines 1600
 020 8643 loc. 105 Building Administration Unit 05

TERMS OF SERVICE

PROJECT NAME: PREVENTIVE MAINTENANCE AND REPAIR SERVICES OF TWO (2) ELEVATOR UNITS AT THE HRM BUILDING OF PAMANTASAN NG LUNGSOD NG PASIG.

DURATION : FOUR (4) MONTHS STARTING FROM THE APPROVAL OF THE CONTRACT

TO: All Prospective Bidders
 Members of the Bids and Awards Committee
 Other Concerned

I. Purpose

The Pamantasan ng Lungsod ng Pasig (PLP) desires to engage the services of a contractor to provide a comprehensive PREVENTIVE MAINTENANCE AND REPAIR SERVICES OF TWO (2) ELEVATOR UNITS AT HRM BUILDING OF PAMANTASAN NG LUNGSOD NG PASIG for a period of four (4) months after the approval of the contract.

II. Description of the Elevators

One (1) Unit Passenger Elevator (PE 1)

Location of Elevator	HRM Lobby
Number of Elevator	1
Capacity	21 Person/1600 kg
Number of steps/opening	8 steps

One (1) Service Elevator (SE 1)

Location of Elevator	Near Parking Area
Number of Elevator	1
Capacity	21 Person/1600 kg
Number of steps/opening	8 steps

III. Scope of Works

- Repair of Passenger Elevator (PE 1) which includes replacement of ADO Board, Monostable sensor, Bistable Sensor, Option Board, Door Contact, Isolation Pad, Car top Battery, Emergency Drive Battery, and CCN Board.
- Repair of Service Elevator (SE 1) which includes replacement of ADO Board, Monostable Sensor, Bistable Sensor, Option Board, Door Contact, and Emergency Battery Drive Apcs.
- Preventive Maintenance

IV. General Maintenance

- The scope of the preventive maintenance program shall be comprehensive and shall include at a minimum:
 - Adjustments



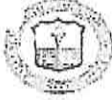
TDRR

Caruncho Avenue, Brgy. San Nicolas, Pasig City, Philippines 1600

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UNIVERSITY OF
PASIG
CITY



OFFICE OF THE BUILDING ADMINISTRATION
Office of the Building Administration
Alcalde Jato St. Kapatagan Pasig City, Philippines 1600
623-1014 Loc. 106 building_admin@pasigcity.gov.ph

- Lubrication
- Repairs and replacements
- Insulation Resistance Test
- Load Bank Testing
- Cleaning
- Recordkeeping

The program shall include but not limited to, maintaining the elevator to run at rate speed, rated capacity, desired door open/ close timing of designated floor stops, required floor leveling parameters, and built-in air-condition.

- B. Maintenance, repairs, or replacements shall have performed only by the trained technicians of the Contractor.
- C. Recordkeeping- a complete log must be kept that contains records of all maintenance, adjustments, repairs, replacements performed on the elevator. The log must include the following:
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VI. REPAIR AND MAINTENANCE FEE

Inclusive Period	Monthly Maintenance Fee per Unit	Total Monthly Maintenance Fee	Total Monthly Maintenance Fee (x 4 months)
4 Months	1 unit (HRM Lobby)	19,200	76,800
	1 unit (HRM Parking)		
GRAND TOTAL FOR MAINTENANCE:			76,800



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PASIG



PLP Building Administration Pasig
Office of the Building Administration
Alkalde Jose St. Repasigan Pasig City, Philippines 1603
020-1014 Loc. 106 building_admin@pasigcity.gov.ph

REPAIR OF ELEVATOR	UNIT	AMOUNT
PE 1	1 LOT (See scope of works)	382,100.00
SE 1		189,600.00
TOTAL REPAIR COST		571,700.00

SCOPE OR WORKS	UNIT	AMOUNT
Repair Works Cost	1 LOT (PE 1 and SE 1)	571,700.00
Preventive Maintenance		76,800
TOTAL CONTRACT COST		648,500.00

VII. TERMS OF PAYMENT

1. Payment for repair of the two (2) units' elevator is upon the completion and delivery of the elevator within 30 days.
2. Payment for preventive maintenance (VAT inclusive) shall be monthly upon receipt of the monthly billing based on actual services rendered and upon submission of the Monthly Preventive Maintenance Report.

VIII. EFFECTIVITY

The duration of the project shall be for a period of 4 months after the approval of the contract.

Prepared by:

Engr. Harold V. Arguelles, MSCM
PLP Building Administrator



Caruncho Avenue, Brgy. San Nicolas, Pasig City, Philippines 1600

(02) 8643-1111 * (02) 8641-1111 loc 1461 * bidsandawards@pasigcity.gov.ph *
pasigcity.gov.ph

Submit this Quotation (Accomplished and duly signed by the Owner or the respective Authorized Representative indicated in the Secretary's Certificate/Special Power of Attorney) not later than the closing date specified in the Bid Notice Abstract posted in PhilGEPS website along with the following documents:

- Mayor's/Business Permit (or a recently expired Mayor's/Business permit together with the official receipt as proof that the prospective bidder has applied for renewal within the period prescribed by the concerned local government unit subject to submission of the Mayor's Permit before the award of contract). The nature of business as stated in the Mayor's/Business Permit should at the very least be similar or related to the project to be bid.
- PhilGEPS Registration Number
- Income Tax Return - Latest Income or Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (EFPS).

In accordance with Revenue Regulation No. 3-2005, the above-mentioned tax returns shall refer to the following:

1. Latest Income Tax Return (ITR) - For participants already with an Annual ITR, latest ITR shall refer to the ITR for the preceding Tax Year be it on a calendar or fiscal year. For new establishments which, therefore, have no annual ITR yet, it shall refer to the most recent quarter's ITR.
 2. Latest Business Tax Return - refers to the Value Added Tax (VAT) or Percentage Tax returns covering the previous six (6) months.
- Accomplished and notarized Omnibus Sworn Statement ([https://www.pob.gov.ph/assets/forms/Omnibus%20Sworn%20Statement\(Revised\).docx](https://www.pob.gov.ph/assets/forms/Omnibus%20Sworn%20Statement(Revised).docx))
 - Proof of Authorization: Secretary's Certificate if corporation, or Special Power of Attorney, if individual.

ADDITIONAL REQUIREMENTS:

For Procurement of Drugs and Medicines:

Documents from the Food and Drug Administration (FDA):



- a. Certificate of Product Registration;
- b. Certificate of Good Manufacturing Practice;
- c. License to Operate;
- d. Batch Release Certificate (*for vaccines, toxoids and immunoglobulins only*) [to be submitted upon delivery]; and
- e. Certificate of Analysis (*for anesthesia and antibiotics*) [to be submitted upon delivery].

If the Supplier is not the Manufacturer, a certification from the Manufacturer that the supplier is an authorized distributor/dealer of the products/items.

Please submit the accomplished Quotation and required documents on or before the deadline of submission at the Bids and Awards Committee (BAC) through the Procurement Management Office (BAC Secretariat Office), 4th Floor, Pasig City Hall, San Nicolas, Pasig City.

All documents should be submitted in a sealed brown envelope addressed to the "Bids and Awards Committee, 4th Floor, Pasig City Hall", and properly marked with the Project Title as provided herein.

Caruncho Avenue, Brgy. San Nicolas, Pasig City, Philippines 1600

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 pasigcity.gov.ph

Page 5 of 6 | RFQ No. 100-23-05-1325 | RLD

The CITY GOVERNMENT OF PASIG reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For any clarification, you may contact us at telephone no. (02) 8641-1111 / (02) 8643-1111 loc. 1461 or email address at bidsandawards@pasigcity.gov.ph


ATTY. PONCE MIGUEL D. LOPEZ
Officer in Charge, Procurement Management Office




I hereby certify that I have read and agree to this Request for Quotation, its Terms of Reference, and Bid Bulletin/s, if any. I further certify that the products to be delivered will conform to the specifications stated in the Item Description.

Conforme: 
CARMILA B. TANO
Signature over Printed Name

CEO/OWNER
Position

Duly authorized to sign quotation/offer for and on behalf of DG&T ELEVATOR AND ESCALATOR SERVICES
(Please indicate Company Name)

Caruncho Avenue, Brgy. San Nicolas, Pasig City, Philippines 1600

 (02) 8643-1111 * (02) 8641-1111 loc 1461 *  bidsandawards@pasigcity.gov.ph *
 pasigcity.gov.ph

Page 6 of 6 | RFQ No. 100-23-05-1325 | RLD

DG&T Elevator and Escalator Services

QUOTATION Ref: DGT2022011

Monthly Preventive Maintenance
Quotation Date: SEPTEMBER 25, 2023

Client: PAMANTASAN NG LUNGSOD NG PASIG	Bidder: DG&T Elevator and Escalator Services
Address: Pasig, City	Address: Brgy857 Zone93, Pandacan, Manila Quoted by: <u>Carmila B. Taño</u> Tel No./Mobiles No.:(+63)9155297295/ (+63)9695782525 Email: dgtcompany@yahoo.com

Dear Sir/Ma'am,

We Thank you for your inquiry and we are pleased to submit herewith our proposal for Monthly Preventive Maintenance of Elevator.

We Trust that this offer will technically and commercially satisfy your requirements. This quote is VAT INCLUSIVE.

DESCRIPTION	UNIT	NO. OF FLOORS	CAPACITY	TOTAL AMOUNT PER UNIT
Monthly Preventive Maintenance	PE1	8 stops	21persons/ 1,600kg	<u>₱ 8,000.00</u>
Monthly Preventive Maintenance	SE1	8 stops	21persons/ 1,600kg	<u>₱ 8,000.00</u>
TOTAL:				<u>₱ 16,000.00</u>

Total Contract for **FOUR (4) MONTHS** is ₱ 64,000.00 VAT INCLUSIVE.

TERMS AND CONDITIONS:

1. This quote is for monthly preventive maintenance. Monthly Preventive Maintenance is every 2nd week of the month once approved.
 2. Full payment is required after monthly preventive maintenance and once billing invoice send.
 3. Inclusions:
 - ✓ Trouble Shooting – Monday to Friday 8:00am-5:00pm
 - ✓ Consumable
 - ✓ Car Oil
 - ✓ Counterweight Oil
 4. The information in this offer between PAMANTASAN NG LUNSGOD NG PASIG and DG&T shall be treated as confidential and proprietary and shall not be disclosed to third parties and/or business competitors.
- This proposal is submitted for your kind consideration and approval as detailed. Once this proposal is approved kindly send it back to the email above for final contract.

Should you have any queries regarding this offer, kindly let us know.

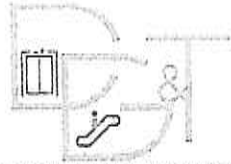
Thank you and we look forward to hearing from you.

Yours Truly,



CARMILA B. TAÑO
CEC





ELEVATOR AND ESCALATOR SERVICES

Labores Extension,
Pandacan, Manila 1011
Mobile: (+63)9695782525/ (+63)9155297295
Email: dgtcompany@yahoo.com

QUOTATION

QUOTE #	DATE
1000-070	MAY 30, 2023
CUSTOMER ID	VALID

CUSTOMER INFO

Name:
Position:
Company Name: Pamantasang Lungsod ng Pasig
Phone: (+63) 9171550526
Email: valdeviesokaren@yahoo.com

PREPARED BY

Name: Carmila B. Taño
Position: CEO
Company Name: DG&T
Phone: (+63) 9155297295 / (+63)9695782525
Email: dgtcompany@yahoo.com

I.	ADO BOARD	1	₱ 74,000.00	₱ 74,000.00
II	MONOSTABLE SENSOR	1set	₱ 14,000.00	₱ 14,000.00
III.	BISTABLE SENSOR	1set	₱ 12,600.00	₱ 12,600.00
IV.	OPTION BOARD	1	₱ 58,000.00	₱ 58,000.00
V.	DOOR CONTACT	2pcs	₱ 5,000.00	₱ 10,000.00
VI.	EMERGENCY BATTERY DRIVE	4pcs	₱ 5,250.00	₱ 21,000.00

"Nothing follows"

SUB TOTAL:	₱ 189,600.00
Tax 12%:	VAT INCLUSIVE
GRAND TOTAL:	₱ 189,600.00

TERMS & CONDITIONS

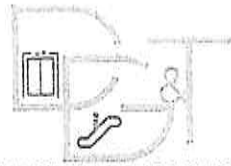
1. All Parts and Services are covered with a Three (3) Months Warranty.
2. Once Signed, please send it back to the email address indicated above.
3. 50% Downpayment required before delivery and installation. The remaining balance must be paid after completion of work.
4. Check payment payable to DG&T ELEVATOR AND ESCALATOR SERVICES.
5. Issue O.R upon full payment received.
6. The information in this offer shall be treated as confidential and proprietary and shall not be disclosed to third parties and/or business competitors.

The prices of services and goods described above is the best that we can offer to provide quality and effective service.

You will be billed after indicating acceptance of this quote. Please confirm acceptance by signing this document.

Name and Signature

Thank You for your Business!



ELEVATOR AND ESCALATOR SERVICES

Labores Extension,
Pandacan, Manila 1011
Mobile: (+63)9695782525/ (+63)9155297295
Email: dgtcompany@yahoo.com

QUOTATION

QUOTE #	DATE
1000-069	MAY 30, 2023
CUSTOMER ID	VALID

CUSTOMER INFO

Name:
Position:
Company Name: Pamantasang Lungsod ng Pasig
Phone: (+63) 9171550526
Email: valdeviesokaren@yahoo.com

PREPARED BY

Name: Carmila B. Taño
Position: CEO
Company Name: DG&T
Phone: (+63) 9155297295/(+63)9695782525
Email: dgtcompany@yahoo.com

I.	ADO BOARD	1	₱ 74,000.00	₱ 74,000.00
II	MONOSTABLE SENSOR	1set	₱ 14,000.00	₱ 14,000.00
III.	BISTABLE SENSOR	1set	₱ 12,600.00	₱ 12,600.00
IV.	OPTION BOARD	1	₱ 58,000.00	₱ 58,000.00
V.	DOOR CONTACT	2pcs	₱ 5,000.00	₱ 10,000.00
VI.	ISOLATION PAD & MAJOR REPAIR	1	₱ 102,800.00	₱ 102,800.00
VII.	CARTOP BATTERY	1	₱ 2,000.00	₱ 2,000.00
VIII.	EMERGENCY BATTERY DRIVE	4pcs	₱ 5,250.00	₱ 21,000.00
IX.	CCBN BOARD	1	₱ 87,700.00	₱ 87,700.00

"Nothing follows"

SUB TOTAL:	P 382,100.00
Tax 12%:	VAT INCLUSIVE
GRAND TOTAL:	₱ 382,100.00

TERMS & CONDITIONS

1. All Parts and Services are covered with a Three (3) Months Warranty.
2. Once Signed, please send it back to the email address indicated above.
3. 50% Downpayment required before delivery and installation. The remaining balance must be paid after completion of work.
4. Check payment payable to DG&T ELEVATOR AND ESCALATOR SERVICES.
5. Issue O.R upon full payment received.
6. The information in this offer shall be treated as confidential and proprietary and shall not be disclosed to third parties and/or business competitors.

The prices of services and goods described above is the best that we can offer to provide quality and effective service.

You will be billed after indicating acceptance of this quote. Please confirm acceptance by signing this document.

Name and Signature

Thank You for your Business!



NOTICE OF AWARD

06 OCTOBER 2023

DG&T ELEVATOR AND ESCALATOR SERVICES

1512-D Labores Ext., Brgy. 857, Pandacan,
NCR, City of Manila, First District, 1011

Dear Sir/Madam:

In connection with the NEGOTIATED PROCUREMENT – SMALL VALUE PROCUREMENT for the **Preventive Maintenance and Repair Services of Two (2) Elevator Units at the HRM Building for Pamantasan ng Lungsod ng Pasig** under **Request for Quotation No. 100-23-05-1325**, the Bids and Awards Committee resolved to recommend the award of the contract to **DG&T Elevator and Escalator Services** in the amount of **Six Hundred Thirty Five Thousand Seven Hundred Pesos (Php 635,700.00)**.

This serves as formal notice of the award of the contract in your favor. You are hereby requested to execute the contract with the City and to submit relevant documents as required under the Implementing Rules and Regulations of R.A. 9184, if any, within ten (10) calendar days upon receipt of this Notice. Failure to execute the contract and to submit relevant documents (as applicable) within the above-mentioned period may result in the cancellation of the award of the contract in your favor.

Very truly yours,

VICTOR MA REGIS N. SOTTO
City Mayor

By authority of the City Mayor:


ATTY. JERONIMO U. MANZANERO
City Administrator

Conforme:

 **CARMILLA B. TAÑO** *OCT-6-2023*
Authorized Representative
DG&T ELEVATOR AND ESCALATOR
SERVICES

Date:

