



## REQUEST FOR QUOTATION

Date: 14 June 2023  
RFQ No.: 100-23-04-750

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 of Elevator Units - GSO** with an Approved Budget for the Contract (ABC) of **Php 405,600.00**, 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
1	COMPREHENSIVE MONTHLY PREVENTIVE MAINTENANCE SERVICES (PMS), - Comprehensive Preventive Maintenance and Repair Services of elevator Units at Pasig City Hall and Revolving Tower.  - A. PASIG CITYHALL - 1. PASSENGER ELEVATOR MITSUBISHI (Echo 1,2,3,4) (8 STOPS 21 PERSONS,100 KG), - 4 Units		4	units	60,400.00	241,600.00		
2	Preventive Maintenance of Service Elevator, - 2. Service Elevator- Edinburg ( 8 Stp,200KG) 1Unit		1	unit	74,000.00	74,000.00		
3	Revolving tower, - 1. Passenger elevator (13 Stops,8 persons.630KG)  - Note: Kindly refer to the terms of reference of the project for the terms of payment.		1	unit	90,000.00	90,000.00		



<b>Note:</b> Other terms and conditions are stipulated in the attached Terms of Reference, if any.	<b>Total</b>	<b>405,600.00</b>	
<b>DELIVERY TERM:</b> 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.*

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), 4<sup>th</sup> Floor, Pasig City Hall, San Nicolas, Pasig City.**

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

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

 pasigcity.gov.ph





## **TERMS OF REFERENCE**

**PROJECT: PROCUREMENT OF COMPREHENSIVE PREVENTIVE MAINTENANCE SERVICES, INCLUDING PROVISION OF COMMON AND BASIC PARTS, FOR ALL FACILITIES OF THE CITY GOVERNMENT OF PASIG WITH EXISTIN ELEVATOR(S).**

**LOCATION: PASIG CITY HALL AND REVOLVING TOWER**

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### **I. PROJECT BACKGROUND AND RATIONALE:**

The City Government of Pasig gives utmost significance to the steady, safe, and continuous operations of its elevators which are considered crucial services in transporting the general public, particularly the elderly and people with disabilities, transacting with the City Government.

The Office of General Services is challenged with maintaining the existing elevators which encounter breakdown and malfunction due to the aged/old systems, and extensive usage. Likewise, the Department lacks trained and knowledgeable manpower to handle the maintenance and repair of all elevators.

In this context, the City Government seeks to procure the services of an entity engaged and with considerable expertise in the preventive and corrective maintenance servicing of elevators, including the provision of common and basic elevator parts for Pasig City-owned facilities.

### **II. OBJECTIVE:**

To procure a service provider for the preventive maintenance and repair of elevators owned and managed by the City Government of Pasig.

**III. END-USER UNIT: Office of General Services - Asset Management Division, Elevator and A/C Maintenance Section**

**IV. APPROVED BUDGET OF THE CONTRACT (ABC):** The approved budget for the CY 2023 procurement project is **PHP 405,600.00.**

### **V. GENERAL MAINTENANCE**

#### **A. Scope of Preventive Maintenance**

1. The Service Provider shall perform a comprehensive evaluation and inspection, with the supervision of the Elevator Maintenance Engineer or any authorized person(s) by the City Government, of all elevators at least every month for one year, to ensure that all units are operational and working appropriately consistent with the standards set forth by industry experts;
2. The monthly preventive maintenance shall be undertaken during regular working days in the presence of City representatives. Preventive maintenance shall include the cleaning of elevator parts in the shaft and machine rooms, oiling and adjusting of all rollers, and checking of all electrical and electronic components;
3. Provide check-up and repairs in case trouble arise and provide troubleshooting and mechanical adjustments, particularly, the provider shall perform the following services:
4. Check the general and operating condition of all equipment in the machine room;
5. Check the smoothness of operation such as ride comfort, noise, floor level, and door operation;
6. Check lights, push buttons, and indicators;

7. Check functions of emergency lights, intercom, and alarm;
8. Check SDE/EDS/USDS/HDS/MBS functions;
9. Check hall push buttons and indicators per floor;
10. Check the general appearance of hall equipment, general conditions in the pit, and indicators in the supervisory panels.
  
11. Instigate repairs in case of major defects, provided the quote for parts needed for the repair is approved;
  
12. The Service Provider shall provide cleaning supplies, lubricants, and grease (except Hydraulic and Gear Oil) at its own expense, common and necessary to the serviceability of the elevators; and provide parts not limited to the following:
  1. Finger Contact
  2. Stationary Contact
  3. Contact Support
  4. Relay Shunt
  5. Relay Spring
  6. Fuse Link
  7. Indicator Bulb
  8. Moving Contact Holder
  9. Arc Shield
  10. Neon Lamps
  11. Fluorescent Starter
  12. Door Guide Shoe
  13. Signal Lamps
  14. Heart Shape Contact
  15. Spring and C-pins for SDE
  16. Terminal Lugs
  17. Door Interlock Spring Contact
  18. Service Lights/Bulbs
  19. Screw and Bolts
  20. Supervisory panel bulbs

**Note: Bidder to submit price quotation per unit of above parts for reference in ordering replacement parts compatible with the brand of existing equipment.**

## **B. Inspections**

### **A. Areas of inspection**

1. Inside Car- door reopening device, stop switches, operating and control devices, car floor/ landing sill, lighting car emergency signal, car door closing force, power opening/ closing of doors, vision panels, car enclosure, emergency exit, ventilation, signage, rated load, platform area, date plate, emergency power, restricted door opening, car ride, door monitoring, and stopping accuracy.
  
2. Machine Room (gearless traction machine) - access, headroom lighting, receptacles machine Enclosure space, housekeeping, ventilation, fire suppression, pipes wiring, ducts, guarding of equipment, numbering/labeling, disconnecting means, controller wiring/ fuses/ grounding, static control, overhead beam, machines and machine breaks, motor generators, regenerated power, alternating current (AC) drives, sheaves, rope fastenings, governor, safeties, and data plate.
  
3. Top of the car- stop switch, light outlet, operating device/ refuge space, counterweight, buffer, counter safeties, floor numbering, hoistway construction, smoke control, pipes/ wiring/ ducts, windows/ projections/ recesses/ setbacks, clearances multiple hoistways, traveling cables/ junction boxes, door equipment, car frame, guide rails, guide rail alignment, guide rail fastenings, governor/ traction/

compensation ropes, rope fastening device.

4. Outside the hoistway- platform guard, hoistway doors, vision panels, hoistway door locking devices, access power closing hoistway doors, sequence operations, enclosure, parking devices, emergency access, separate counterweight hoistway, standby power selection switch, condition, clearance run by, buffer, normal/ final terminal stopping devices, traveling cables, governor rope, compensating chains/ ropes/ sheaves, car frame/platform, car safeties, and car guides.
5. Pit Platform- dust iron works, sweep floor empty, drip pond, re-lamp, remove trash and check for leaks.

### C. Tests

1. Test and trigger the effectiveness of safety gear;
2. Test and rest car at the buffer and
3. Align and test all mechanical instruments of door
4. **Annual load testing per elevator unit** as required by LGU (Office of the Building Official and National Government under Republic Act No. 11058 An Act strengthening compliance with Occupational Safety and Health Standards and providing penalties for violations thereof which is also adopted in 1) A.S.M.E. Elevator Code and (2) P.S.M.E. CODE.

### D. Responsibility of the Contractor

1. The contractor shall diligently undertake, perform and complete all preventive and routine maintenance including all material labor, supervision, tools, supplies and all the expenses necessary to provide service, preventive maintenance, inspections, adjustments, and testing as outlined in the Scope of Works to the DOLE satisfaction once a month.
2. The contractor shall check and ensure that the elevator performance parameters are satisfactory per manufacturers' specifications and conformance to safety codes and standards.
3. The contractor shall use a structured maintenance management program to deliver high-quality service tailored to the specific units' needs.
4. The contractor is required to perform preventive maintenance and emergency repair to keep the equipment properly adjusted and in safe operating condition by regularly and systematically inspecting, adjusting, cleaning, lubricating, testing, repairing (if required), or replacing (if required) the equipment, including but not limited to:
  - a. Machine gears, worms, bearings, breaks, motor, motor brushes, motor windings (field and armature), commutators, rotating elements, coils, contracts, resistors, and magnet frames;
  - b. Controller- contracts, resistors, Central Processing Unit (CPU), solid state components;
  - c. Selector relay printed circuit boards, silicon controlled rectifier (SCR) ' controls, condensers, transformers, contacts leads, timers;
  - d. Traveling cables;
  - e. the Main line disconnects;

- f. Emergency lighting;
  - g. Built-in air-conditioning;
  - h. Governor- Sheaves assembly, governor rope tension sheave assembly, bearings, contacts, jaws, safeties-car weight;
  - i. Sheaves- deflector, car top, secondary compensation, etc., bearings, shafts;
  - j. Ropes- hoisting, compensation (may be chained), governor equalize hoisting ropes, tensions;
  - k. Buffers- car and counterweight, including switches, seals, and packing;
  - l. Guides- car and counterweight rails, rail clips, guide shoes/ rollers, renew guide shoe gibes or guide rollers as required for smooth and quiet operation;
  - m. Car- frame, platform, flooring cab enclosure, fans, lighting, hand railing load weighing device. top of the car:
  - n. Fixtures- position indicators, operating panels;
  - o. Hoist way lighting, limit switches, vanes and
  - p. Door equipment- operators, clutches interlocks, hangers, safety edges, electric eyes, rollers, astragals, and auxiliary door-closing devices.
5. The Contractor shall maintain a work log in the machine room that lists required maintenance actions, time intervals, and notations indicating the work don
  6. The Contractor is responsible for maintaining the elevator as required by wear and tear of normal elevator usage.
  7. The Contractor shall furnish tools, equipment, lubricants, and cleaning supplies required for the work.
  8. The Contractor shall include the maintenance of removable panels, door panels, light diffusers, hung ceilings handrails, fans ladders, support, beams, flooring, frames, sills door frames, cover plates, mainline power disconnect, controller, breakers and feeders, emergency power supply, batteries, and fire smoke detectors.
  9. The Contractor shall identify any intermittent or potential machine problems.
  10. The Contractor shall submit the periodic maintenance and trouble call report based on records.
  11. The Contractor shall observe monthly safety tests, including the issuance of monthly safety certificate in compliance with the issuance of elevator permits.
  12. The Contractor shall submit a monthly inspection Report with findings and recommendations.
  13. The Contractor shall take the best efforts to maintain the machine in proper operating condition.
  14. The Contractor shall faithfully perform the services following standards of care, skill, training, diligence, and judgment provided by highly competent individuals.

15. Maintenance service, adjustments, and callback service shall be available from Monday to Sunday 7:00 am to 6:30 pm (including holidays, if needed) in case of breakdowns, disorderly operations, or malfunctioning of the equipment without additional cost to the DOLE. Response time for trouble calls shall be within one ( 1 ) an hour from the time of the service call.
16. if, for any reason, the elevator should be out of service for more than. two (2) hours, the contractor shall notify the Office of General Services (OGS)- Facility Engineer when the equipment was taken out of service for proper and safe operation. Sufficient signage shall be placed at each opening (where applicable) notifying the employees and guests that the equipment is being serviced.
17. The Contractor shall dispatch a technician immediately in emergency cases such as entrapment in the elevator. Response time for emergency trouble calls shall be less than one (1) hour from the time of was service call. Response time for the non-emergency request shall as well within one (1) hour.
18. The Contractor shall advise the OGS-AMD-Elevator maintenance Engineer of all defective and worn-out parts to be replaced, the cost of the replacement parts, works have done and the specified downtime to be undertaken to put the equipment into normal running conditions. The Contractor will carry out such repairs worn upon written approval by the Administrative Service Director.
19. All tools, implements, and consumables necessary for the Preventive Maintenance shall be provided by the Contractor.
20. The Contractor must submit certificates (and any changes thereafter) of insurance showing Contractor coverage for liability for bodily injury, workers compensation, property damage, and an umbrella liability policy.
21. The service contractor shall provide at least three (3) months warranty on any parts and services provided. Any part or material found defective, not attributed to normal wear and tear or incorrect operation, shall be replaced free of charge.

#### Emergency Cases

- a. The Service Provider shall provide personnel duly available 24 hours, 7 days a week, including Sundays and Holidays, to attend to emergent cases or breakdowns that reckoned inoperability to any elevators in all public facilities.
- b. The Service Provider shall send a reasonable number of manpower to immediately attend to the condition of the elevator reported to be malfunctioning within three (3) hours upon receipt of the verbal report.
- c. In case of trapped passengers, the Service Provider is expected to be attending to the situation within thirty (30) minutes upon conveyance of information.
- d. In cases of callbacks and/or back jobs, the Service Provider shall likewise be expected to observe sixty (60) minutes of response time.

#### **VI. GUARANTEED SPARE PARTS**

Should there be a need to correct system failure by reasonable wear of parts; the The contractor shall replace the defective parts at no cost. When the spare parts are not available, similar and/or better replacement parts shall be provided.



**VII. PROJECT SCHEDULE:**

The schedule of requirements will be for **seven (7) months**.

*\*All works shall be performed within the regular working hours of 8:00 am to 5:00 pm except those that are emergent, and which facilities accommodate shifting work schedules such as the Pasig City Hall.*

**VIII. REQUIREMENTS/SPECIFICATIONS:**

<b>BRAND/MODEL</b>	<b>NO. OF UNITS</b>	<b>LOCATION</b>
1. <b>MITSUBISHI</b> Passenger Elevator (Echo 1-4)	Four (4)	Pasig City Hall
2. <b>EDINBURGH</b> Service Elevator	One (1)	Pasig City Hall
3. <b>SCHINDLER</b> Passenger Elevator	One (1)	Revolving Tower

**IX. QUALIFICATION OF THE CONTRACTOR:**

The Contractor should have the experience of at least a satisfactory performance of maintaining elevators of different brands and have completed a single contract that is similar to the foregoing project and with a cost of at least fifty percent (50%) of the ABC hereof for the last five (5) years.

**X. SCHEDULE OF PAYMENT:**

The service provider shall submit a monthly statement of account supported by the following:

- a. Original Sales Invoice (SI);
- b. Original Service Report duly signed by City Government Representative/OGS-Building Facility Engineer;
- c. Certificate of parts replaced issued by the Contractor, duly acknowledged by the City Government Representative/OGS- Building Facility Engineer (as the need arises);
- d. Approved quotation on parts for replacement (as the need arises)

Payment shall only be made if the maintenance were performed during the month. No payment for the corresponding month shall be made if the maintenance for that month was performed in the succeeding months.

**XI. TERMINATION:**

The Service Provider shall assume full responsibility for the contract work from the commencement to completion up to final acceptance by the City Government and shall be responsible for any delay except those occasioned by force majeure.


The City Government may terminate the contract through a written termination given to the Service Provider not less than thirty (30) days after the Service Provider fails to perform its obligations in the contract.

**XII. LIQUIDATED DAMAGES:**

The Contractor shall complete the project as stipulated hereof. Failure to complete the same within the set timetable, the Contractor shall pay the City Government Liquidated Damages (LD), not by way of penalty, an amount equal to at least 1/10 of one percent (1%) of the cost of the unperformed portion of the job for every day of the delay per month.

In case the delay in the completion of the work exceeds a time duration equivalent to ten percent (10%) of the specified contract time plus anytime extension duly granted to the Contractor, the City Government may rescind the contract and award the same to a more competent Contractor through negotiated contract.

Signed Approved:

  
Atty. John Vincent I. Cernal  
Supervising Administrative Officer  
Asst Management Division  
Office of General Services



Conformed by:

\_\_\_\_\_  
Contractor / Date