



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 <small>(PLEASE DO NOT LEAVE BLANK)</small>	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.*



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PAMANTASAN NG LUNGSOD NG PASIG
Office of the Building Administration
 Alkalde Jose St. Kapasigan Pasig City, Philippines 1600
 628-1014 Loc. 106 building_admin@plpasig.edu.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



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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



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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



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.

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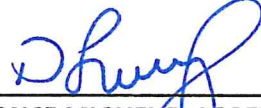
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The CITY GOVERNMENT OF PASIG reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, 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)

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