



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 7117989  
**Procuring Entity** OFFICE OF THE PRESIDENT  
**Title** RFQ / PR 20-07-0352 / PROCUREMENT OF MONTHLY PREVENTIVE MAINTENANCE SERVICE OF ONE (1) UNIT WELLS MACHINE ROOMLESS PASSENGER ELEVATOR  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	20-07-0352	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	1
<b>Category:</b>	Airconditioning Maintenance Services	<b>Date Published</b>	18/07/2020
<b>Approved Budget for the Contract:</b>	PHP 35,000.00	<b>Last Updated / Time</b>	18/07/2020 00:00 AM
<b>Delivery Period:</b>		<b>Closing Date / Time</b>	24/07/2020 17:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Patricia Kaye Lorio Amate Presidential Staff Officer I Procurement Unit, Rm 123 Mabini Hall Bldg., J.P. L Malacañang Complex, San Miguel Manila Metro Manila Philippines 1005 63-2-87844286 Ext.4601 63-2-87844286 procurement_unit@malacanang.gov.ph		

#### Description

##### A) REQUEST FOR QUOTATION

1. 5 months Monthly Preventive Maintenance Service of one (1) unit WELLS Machine Roomless Passenger Elevator, four (4) stops (G, 2 front opening and 3, 4 rear opening), Capacity: 800 kgs.; (August 2020 to December 2020)

##### Scope of Service:

- Mobilization of all the technical engineers, technicians, labors, tools and equipment, diagnostic equipment, materials consumables, including additional electrical wires and cables to be used during the preventive maintenance service.
- Check and cleaning of all areas of the machine room, traction motors, wire rope, elevator pit and elevator car.
- General inspection and diagnostic of all the electrical controls and all elevator pc boards in operation of the elevator.
- Check and correct door system and the hall call button of the elevator.
- Replace all defective switches, limit switches and alarms of the elevator if found defective.
- Commissioning of the entire elevator system and check if the program will work in its normal operation.
- Checking and correct all the cables, wirings, controls elevator car and other component of the elevator.

8. Leveling of the elevator door, check-up and correct to make operational.
9. Testing and running of the elevator will be on normal operation.
10. Demobilization.
11. Provide Emergency Call Service in case of breakdown, disorderly operation or malfunctioning of the equipment and shall immediately send competent technician(s) within two (2) hours from advice (verbal/written) for emergency action.
12. Submit elevator monthly maintenance/service report including recommendation/s (if any):
  - 12.1. Machine Room
    - 12.1.1. Check-up, monitor & observe motor running condition against noise & excessive vibration.
    - 12.1.2. Check-up, monitor & observe feedback rotary encoder against vibration.
    - 12.1.3. Check-up, monitor and observed feedback rotary encoder against vibration.
    - 12.1.4. Check-up, monitor and observed braking system, break oil, pads and lining.
    - 12.1.5. Check up and test governor safety function (calibrate if necessary)
    - 12.1.6. Check-up oil gauge machine (use oil-type only).
    - 12.1.7. Check-up machine room bed/base bolts and nuts if properly tightened.
    - 12.1.8. Clearing of machine room.
  - 12.2. Control Panel
    - 12.2.1. Checkup electrical and electronics components for possible overheating and defects such as magnetic contractors, transformer, breakers, fuses, main board, inverter and etc.
    - 12.2.2. Check-up and monitor the exhaust fan for ventilation if functional (temperature must be less than 45deg.)
    - 12.2.3. Check-up wires, bolts, nuts and other terminal fixtures.
    - 12.2.4. Check-up and test emergency communication system such as intercom, alarm indicators and UPS if functional.
    - 12.2.5. Check-up and test elevator monitoring system such as built-in camera and video monitor if functional.
  - 12.3. Hoistway/Shaft Components
    - 12.3.1. Lubricate alignment and calibrate door mechanism rollers, guide shoes counter weights, cables, interlocks, safety switches and other door related components.
    - 12.3.2. Check-up, monitor and adjustments of levelling in every landing floor (leveling error must not exceed 5mm).
    - 12.3.3. Check-up and monitor entrance sill to sill allowable clearance.
    - 12.3.4. Check-up and monitor the condition of wire ropes, degree of tightness and tension.
    - 12.3.5. Check-up and monitor compensating chain against vibration while elevator is in motion.
    - 12.3.6. Check-up and test top and bottom limit and terminal switches if all functional.
    - 12.3.7. Check-up and monitor hoist way wiring cable tray/raceway holders and fixtures.
  - 12.4. Elevator Car (Top & Inside)
    - 12.4.1. Check-up and monitor leveling sensors response if acceptable.
    - 12.4.2. Check-up and monitor car door system, door motor, drives and other related parameters.
    - 12.4.3. Check and test landing gong overload alarms and e-stop button if all functional.
    - 12.4.4. Check-up and monitor light curtain sensors response time if acceptable.
    - 12.4.5. Cleaning of car top.
  - 12.5. Elevator pit.
    - 12.5.1. Check-up and monitor spring buffer switch, e-top switch and governor switch if all activated.
    - 12.5.2. Cleaning of pit.
  - 12.6. Others.
    - 12.6.1. Observe elevator running parameters, accelerations, deceleration high speed running.
    - 12.6.2. Observe elevator door opening and closing delay if acceptable.
    - 12.6.3. Observe hall and car buttons and digital indicators if all functional.
    - 12.6.4. Check up and test safety and emergency switch if activated (by pass is not allowed).

Other Terms and Conditions:

- a. Must be an exclusive maintenance service provider of WELLS elevators (provide certificate or equivalent document from the manufacturer)
- b. Preventive Maintenance Service Schedule: Every 3rd Saturday of the Month.
- c. Secure Security Clearances (to be coordinated with the engineering office)
- d. Terms of Payment: Monthly for every preventive maintenance conducted.
- e. The cost of replacement of elevator spare part/s found defective due to normal wear and tear or damaged due to abnormal operating conditions shall be billed separately from the monthly service contract price. However, the supplier must secure, in writing, the approval of OP on the supplier's quotations for the necessary labor and spare parts before the actual initiation of work.

B) USE COMPANY LETTERHEAD FOR YOUR QUOTATION & ADDRESS TO:

DIR. JAMES JUPER B. AGUILAR  
 Head, Procurement Unit  
 Office of the President  
 M-123 Mabini Hall, J.P. Laurel St.,  
 Malacañang Complex,  
 San Miguel, Manila

Tel. No. (02) 8554-8600 or 8784-4286 local 4601 or 8238

Fax No. (02) 8554-8600 or 8784-4286 local 4709

Email Address:

procurement\_unit@malacanang.gov.ph

C) ELIGIBILITY DOCUMENTS MUST BE ATTACHED TO THE QUOTATION

1. Latest/updated/valid PhilGEPS Registration Certificate
2. Latest/valid Mayor's Permit (Attach compliance to the conditions of the permit)
3. Income / Business Tax
4. Omnibus Sworn Statement (Original Copy- Upon Award)

Note:

- Kindly Attach the Complete Eligibility Documents to Avoid DISQUALIFICATION.
- Include the BACK PAGE OF THE MAYOR'S/BUSINESS PERMIT if Available
- Scan the Documents in a manner that the entries are legible/readable.

D) INDICATE IN YOUR QUOTATION THE FOLLOWING

1. Terms of Payment:
2. Warranty:
3. Place of Delivery:
4. Delivery Period: Monthly (as detailed above)
5. Price Validity Period:
6. Stock Availability:
7. Certificate of Exclusive Distributorship, if any
8. Specify Brand
9. TIN

**Created by** Patricia Kaye Lorio Amate

**Date Created** 17/07/2020

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