



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 7118934
Procuring Entity OFFICE OF THE PRESIDENT
Title RFQ / PR 20-07-0354 / PROCUREMENT OF PREVENTIVE MAINTENANCE SERVICES OF FOUR (4) UNITS FUJI MACHINE ROOMLESS PASSENGER ELEVATORS FOR CY 2020
Area of Delivery Metro Manila

Solicitation Number:	20-07-0354	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods	Document Request List	1
Category:	Services	Date Published	18/07/2020
Approved Budget for the Contract:	PHP 140,000.00	Last Updated / Time	18/07/2020 00:00 AM
Delivery Period:	5 Month/s	Closing Date / Time	24/07/2020 17:00 PM
Client Agency:			
Contact Person:	Rheajane Chu Saavedra Presidential Staff Officer II Procurement Unit, Rm 123 Mabini Hall Bldg., J.P. L Malacañang Complex, San Miguel Malacañang, Manila Metro Manila Philippines 1005 63-2-7844286 Ext.4601 procurement_unit@malacanang.gov.ph		

Description

A) REQUEST FOR QUOTATION

PREVENTICE MAINTENANCE SERVICE OF FOUR (4) UNITS FUJI MACHINE ROOMLESS PASSENGER ELEVATORS FOR CY 2020:

Details of Elevator:

1. 5 months Mabini Passenger Elevator 1, Four (4) Stops, Capacity: 1000 kgs; (August 2020 to December 2020)
2. 5 months Mabini Passenger Elevator 2, Four (4) Stops, Capacity: 1000 kgs; (August 2020 to December 2020)
3. 5 months Mabini Service Elevator, Four (4) Stops, Capacity: 550 kgs; (August 2020 to December 2020)
4. 5 months NEB Passenger Elevator, Four (4) Stops, Capacity: 630 kgs; (August 2020 to December 2020)

Scope of Service:

- Examine, adjust and lubricate all the appropriate parts of all motors, controllers, brakes, door operators, rail guides, lift cars and inspect the wear and tear condition of the equipment
- Clean, adjust as necessary all machinery, ropes, sheaves fixing, controllers, gates, doors, locks, wirings, motor and safety devices.

- c. Check all machines and components for abnormal temperature rise, oil leaks, vibration and noise.
- d. Provide necessary grease, oil, cotton waste, fuse elements for control signals and transformers and the necessary tools in carrying out the said works.
- e. Check indicators lamps, bulbs, buzzers and car lights.
- f. Check leveling differences, break slippage, acceleration, deceleration and riding comfort.
- g. Check all load wires, termination and the operation of relays, contacts, push buttons and all safety switches.
- h. Clean machines room, hoist way, car top, car pit and guide rails.
- i. To examine and test once a month during regular visit all safety devices and governors.
- j. 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 advise (verbal/ written) for emergency action.
- k. Submit monthly service report including recommendations (if any)

Other Terms and Conditions:

- a. Must be an exclusive maintenance service provider of FUJI elevators (provide certificate or equivalent document from the manufacturer).
- b. Secure Security Clearances (to be coordinated with the Engineering Office).
- c. 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.

Delivery Period: Monthly (as detailed above)

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.,
 Malacañan Complex,
 San Miguel, Manila

Tel Number: (02) 8249-8310 local 4601 or 8238

Fax Number: (02) 8249-8310 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
3. TIN

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.
- Please specify brand

D) INDICATE IN YOUR QUOTATION THE FOLLOWING

- 1.Terms of Payment:
- 2.Warranty:
- 3.Place of Delivery: AMO Warehouse-OP Motor Pool Compound, P. Casal St., Quiapo, Manila
- 4.Delivery Period:
- 5.Price Validity Period:
- 6.Stock Availability:
- 7.Certificate of Exclusive Distributorship, if any

Created by Rheajane Chu Saavedra

Date Created 17/07/2020

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