



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number:** 7788158  
**Procuring Entity:** OFFICE OF THE PRESIDENT  
**Title:** RFQ / 20-12-0027 / PROCUREMENT OF PREVENTIVE MAINTENANCE SERVICE FOR FUJI ELEVATORS  
**Area of Delivery:** Metro Manila

<b>Solicitation Number:</b>	20-12-0027	<b>Status</b>	In-Preparation
<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>	0
<b>Category:</b>	Services	<b>Date Published</b>	23/06/2021
<b>Approved Budget for the Contract:</b>	PHP 369,600.00	<b>Last Updated / Time</b>	22/06/2021 14:53 PM
<b>Delivery Period:</b>	12 Month/s	<b>Closing Date / Time</b>	28/06/2021 12:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Lovely Mae Gallardo Pagdilao Presidential Staff Assistant Procurement Management Service, Rm 123 Mabini Hall J.P. Laurel St., Malacañang, San Miguel, Manila Metro Manila Philippines 1005 63-2-82498310 Ext.8238 63-2-87844286 pmas@op-proper.gov.ph		

#### Description

Title of the Project: Procurement of Preventive Maintenance Service for FUJI Elevators under PR No. 20-12-0027 dated 11 December 2020

#### A)REQUEST FOR QUOTATION

Preventive Maintenance Service of four (4) units FUJI Machine Roomless Passenger Elevators for CY 2021:

#### Details of Elevator:

- 12 months Mabini Passenger Elevator 1, Four (4) Stops, Capacity: 1000 kgs.; (12 months)
- 12 months Mabini Passenger Elevator 2, Four (4) Stops, Capacity: 1000 kgs., (12 months)
- 12 months Mabini Service Elevator, Four (4) Stops, Capacity: 550 kgs.; (12 months)
- 12 months NEB Passenger Elevator, Four (4) Stops, Capacity: 630 kgs.; (12 months)

#### Scope of Service:

- a. 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.
- b. 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 indicator 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 machine 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 Management Service  
Office of the President  
M-123 Mabini Hall, J.P. Laurel St.,  
Malacañang Complex,  
San Miguel, Manila

Tel. No. (02) 8249-8310 local 8297 or 8238

Fax No. (02) 8249-8310 local 4709

Email Address:

pmas@op-proper.gov.ph

pmas@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.
- Please use the RFQ template provided by the Office of the President (OP). In case you submit your own template and there is conflict between the two (2), the OP RFQ- template shall prevail.
- If your eligibility documents are about to expire or has conditions to comply, please attach an Affidavit of Undertaking.

**D) INDICATE IN YOUR QUOTATION THE FOLLOWING**

1. Terms of Payment:
2. Warranty:
3. Place of Delivery: AMO Warehouse, OP Motorpool Compound, P. Casal St. Quiapo, Manila
5. Price Validity Period:
6. Stock Availability:
7. Certificate of Exclusive Distributorship, if any
8. Specify Brand
9. TIN

**Created by** Lovely Mae Gallardo Pagdilao

**Date Created** 22/06/2021

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