



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8468498
Procuring Entity OFFICE OF THE PRESIDENT
Title RFQ / PR 22-01-0090 / PROCUREMENT OF PREVENTIVE MAINTENANCE SERVICE OF FOUR (4) UNITS OF FUJI MACHINE ROOMLESS PASSENGER ELEVATORS FOR CY 2022
Area of Delivery Metro Manila

Solicitation Number: 22-01-0090	Status	Pending
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	0
Category: General Repair and Maintenance Services	Date Published	25/02/2022
Approved Budget for the Contract: PHP 324,800.16	Last Updated / Time	24/02/2022 14:11 PH
Delivery Period: 12 Month/s	Closing Date / Time	03/03/2022 17:00 PH
Client Agency:		
Contact Person: RheaJane Chu Saavedra Presidential Staff Officer II Procurement Management Service, Rm 123 Mabini Hall, Malacañang Compound, J.P. Laurel Street, San Miguel, Manila Malacañang Complex, San Miguel, Malacañang, Manila Metro Manila Philippines 1005 63-2-7844286 Ext.4601 pmas@op-proper.gov.ph		

Description

A) REQUEST FOR QUOTATION

- 12 month Monthly Preventive Maintenance Service for Elevator - NEB Passenger Elevator
- 12 month Monthly Preventive Maintenance Service for Elevator - Mabini Hall Service Elevator
- 12 month Monthly Preventive Maintenance Service for Elevator - Mabini Hall Passenger Elevator 2
- 12 month Monthly Preventive Maintenance Service for Elevator - Mabini Hall Passenger Elevator 1

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

Other Terms and Conditions:

- Must be an Authorized Maintenance Service provider of FUJI elevators (provide certificate or equivalent document from the manufacturer).
- Secure Security Clearances (to be coordinated with the Engineering Office)
- The cost of replacement of elevator spare parts 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.

SAFETY AND HEALTH PROCEDURES

The Contractor shall be responsible for:

- Compliance with all applicable safety and health regulations for basic PPEs under DOLE-OSH;
- taking care of the safety and health of all Contractor's personnel on the Site;
- Using reasonable efforts to keep the Site and Works clear of unnecessary obstruction so as to avoid accident and damage to property;
- The Technician of the Contractor shall submit themselves to all Health Protocols as may be prescribed by OP/PSG.

SUPPORT SERVICES

The Contractor should be able to send certified service engineers or qualified technicians on call service to provide after sales-support services for all equipment supplied in this project.

SECURITY CLEARANCE

The Contractor upon acceptance of Purchase Order (PO), as a prerequisite, shall submit within fifteen (15) Calendar Days through the Engineering Office together with the documentary requirements, the complete list of personnel for the processing and issuance of the PSG Security Clearance, to wit:

- Formal transmittal letter (Specifying the project name and complete list of personnel);
- Form No. 1 Personnel Assessment Form;
- Latest NBI Clearance (Original);
- Company ID (Clear photocopy both sides);
- Vaccination ID (Clear photocopy both sides);
- Government-issued IDs such as SSS ID, Driver's License, GIS E-Card, PRC ID, IBP ID, UMID, Voter's ID, and the like);
- Brief Company Profile;
- OR/CR of service vehicle/s including Driver's License (clear photocopies); and
- Upon the approval of the PSG Security Clearance, the representative/s of the Contractor must present RT-PCR with negative test result (Clear photocopy)

Delivery Period: Monthly

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 Numbers: (02) 8249-8310 local 8238 or 8297

Email Address:
 pmas@malacanang.gov.ph
 pmas@op-proper.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
 NOTE: Please use the RFQ template provided by the Office of the President.
 In case you submit your own template and there is conflict between the two (2) the OP RFQ template shall prevail.

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 24/02/2022

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