



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 8468973  
**Procuring Entity** OFFICE OF THE PRESIDENT  
**Title** RFQ / PR 22-01-0099 / PROCUREMENT OF PREVENTIVE MAINTENANCE FOR ONE (1) UNIT OF WELLS MACHINE ROOMLESS PASSENGER ELEVATORS FOR CY 2022  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b> 22-01-0099	<b>Status</b>	<b>Pending</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>	0
<b>Category:</b> General Repair and Maintenance Services	<b>Date Published</b>	25/02/2022
<b>Approved Budget for the Contract:</b> PHP 120,000.00	<b>Last Updated / Time</b>	24/02/2022 14:11 PM
<b>Delivery Period:</b> 12 Month/s	<b>Closing Date / Time</b>	03/03/2022 17:00 PM
<b>Client Agency:</b>		
<b>Contact Person:</b> 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 Manila Metro Manila Philippines 1005 63-2-7844286 Ext.4601 pmas@op-proper.gov.ph		

#### Description

##### A) REQUEST FOR QUOTATION

##### 1. 12 month Monthly Preventive Maintenance Service for Elevator – Palace Passenger Elevator (Green)

##### Scope of Service:

1. Mobilization of all the technical engineers, technicians, labors, tools and equipment, materials consumables, including additional electrical wires and cables to be used during the preventive maintenance service.
2. Check and cleaning of all areas of the machine room, traction motor, wire rope, elevator pit and elevator car.
3. General inspection and diagnosis of all the electrical controls and all elevator PC boards in operation of the elevator.
4. Check and correct door system and the hall call button of the elevator.
5. Check all switches, limit switches and alarms of the elevator if all working.
6. Commissioning of the entire elevator system and check if the program will work in its normal operation.
7. Checking and correcting all the cables, wirings, controls, elevator car and other component of the elevator.
8. Check the alignment of all elevator in normal operation after all the checking and adjustments.
9. Test and run the elevator doors and adjust it to make it smooth in opening and closing.
10. Demobilization
11. Turn-over of the elevator to Malacañang Palace Personnel.
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.
    - 12.1.2 Check-up, monitor & observe feedback rotary encoder against vibration.
    - 12.1.3 Check-up the condition of main drive secondary sheave pulleys, bearing & oil rings.
    - 12.1.4 Check-up, monitor & observe 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 Check-up electrical and electronic 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 45 deg.)
    - 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.
  - 12.3 Hoist way/Shaft Components:
    - 12.3.1 Lubricate alignment and calibrate door mechanisms rollers, guide shoes, counterweight, cables, interlocks, safety switches and other door related components.
    - 12.3.2 Check-up, monitor and adjust leveling 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-up and test landing gong overload alarms and emergency 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 authorized maintenance service provider of WELLS elevators (Provide certificate or equivalent document from the manufacturer)
- b. Preventive Maintenance Service Schedule: Every 1st 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.

**SAFETY AND HEALTH PROCEDURES**

The Contractor shall be responsible for:

- a. Compliance with all applicable safety and health regulations for basic PPEs under DOLE-OSH;
- b. Taking care of the safety and health of all Contractor's personnel on the Site;
- c. Using reasonable efforts to keep the Site and Works clear of unnecessary obstruction so as to avoid accident and damage to property;
- d. 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:

- a. Formal transmittal letter (Specifying the project name and complete list of personnel);
- b. Form No. 1 Personnel Assessment Form;
- c. Latest NBI Clearance (Original);
- d. Company ID (Clear photocopy both sides);
- e. Vaccination ID (Clear photocopy both sides);
- f. Government-issued IDs such as SSS ID, Driver's License, GSIS E-Card, PRC ID, IBP ID, UMID, Voter's ID, and the like);
- g. Brief Company Profile;
- h. OR/CR of service vehicle/s including Driver's License (clear photocopies); and
- i. 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.,  
 Malacañan 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

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.