



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8487085
Procuring Entity OFFICE OF THE PRESIDENT
Title RFQ / 22-01-0098 / PROCUREMENT OF MONTHLY PREVENTIVE MAINTENANCE SERVICE FOR ELEVATOR - BAGUIO PASSENGER ELEVATOR
Area of Delivery Benguet

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|--|---|------------------------------|---------------------|
| Solicitation Number: | 22-01-0098 | 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 | 03/03/2022 |
| Approved Budget for the Contract: | PHP 122,858.40 | Last Updated / Time | 02/03/2022 17:01 PM |
| Delivery Period: | 12 Month/s | Closing Date / Time | 07/03/2022 17:00 PM |
| Client Agency: | | | |
| Contact Person: | Patricia Kaye Lorio Amate Presidential Staff Officer I Procurement Management Service, Rm 123 Mabini Hall, Malacañang Compound, J.P. Laurel Street, San Miguel, Manila Malacañang Complex, San Miguel Manila Manila Metro Manila Philippines 1005 63-2-87844286 Ext.4601 63-2-87844286 pmas@malacanang.gov.ph | | |

Description

TITLE OF THE PROJECT: Procurement of Monthly Preventive Maintenance Service for Elevator - Baguio Passenger Elevator under PR No. 22-01-0098

A) REQUEST FOR QUOTATION

1. 12 months Monthly Preventive Maintenance Service for Elevator-Baguio Passenger Elevator

Scope of Works:

1. Communication and interaction services.
2. Essential Services: Monthly service visits, including 24/7 Care Center service
3. Repair and breakdown services: Full call out coverage where the equipment completely or has a malfunction and is not operating as it should and requires service visit by a certified technician at the user's request. Call out coverage does not cover the cost of material and labor for any additional repairs required to bring the equipment
4. Performance services:
 - 4.1 Entrapment rescue response time within agreed service hours. (0.5-hour response time)
 - 4.2 Preventive Maintenance according to an individual plan based on factors like age and usage. All individual components and systems are serviced at the right time and according to all relevant regulations.
 - 4.3 Contract Management Service: Yearly meeting with Contractor to review performance and contract scope.
 - 4.4 Breakdown service execution time covered by the contract, service hours for scheduled maintenance (modular-based), Monday-Friday (Excluding National Holidays) within normal working hours 8:00AM to 5:00PM.
 - 4.5 Breakdown service response time within the agreed service hours, 2-hour response time for breakdown.
5. Provision of Maintenance Services
 - 5.1 The Contractor shall use reasonable efforts to maintain the equipment in proper operating condition.
 - 5.2 Upon completion of each maintenance and/or repair visit, the service technician shall collect an electronic signature from a representative of the OP at the site report by using a mobile phone and send the report by email up to two designated informed by the OP.
 - 5.3 If a representative of the OP refuses to sign a correct report shall nevertheless be considered valid and complete and the following shall apply.
 - 5.4 Each electronic report shall be deemed proof of the maintenance and/or repair services provided by the Contractor.
 - 5.5 The Contractor shall use trained and appropriately supervised personnel to perform the Services and shall provide Services in accordance with the statutory requirements.
 - 5.6 Any tools and equipment used by the Contractor in the performance of services such as safety fences, whether stored at the Site or not, shall remain the property of the Contractor and shall not be used by any party.
 - 5.7 The Contractor shall perform the Services during normal working hours. Unless otherwise agreed in the contract, any work done outside normal working hours is not included in the price and will be charged separately by the Contractor.
 - 5.8 If the OP requests additional services outside the scope of the contract, the Contractor may (but has no obligation to) provide such services. If the Contractor agrees to provide such services, the Contractor will charge for these separately.
6. Exclusions from the Scope of Services
The following work and/or parts are excluded from the services and are separately chargeable by the Contractor:
 - a. Refilling and replacement of gearbox oil and the disposal of waste oil;
 - b. Repair or replacement of parts and/or other work due to excluded events;
 - c. Cleaning, except for cleaning of dirt that is directly caused by the provision of the services;
 - d. Pressure testing or testing under full load or speed;
 - e. Inspections or testing of the Equipment by authorities, inspection bodies or other third parties;
 - f. Maintenance and repair of the Site local area network;
 - g. Repair and replacement of Customer's access control systems and communications equipment (such as info screens, TVs, music systems, CCTV, intercom, telephone) and supervisory panel;
 - h. Security equipment, Elevator Passenger guidance (e.g. EPG, I-Link) and remote monitoring (e.g. EMC, E-Link) computer and its peripherals, monitor hardware, message display unit and monitor, printed circuit boards and card access system;
 - i. Machine room ventilation, circuit breaker, distribution switchboards;
 - j. Where the Equipment was not originally supplied and installed by the Contractor, installation, repair and/or replacement of parts or additional materials due to defects in the quality or installer's equipment, materials, or workmanship;

- k. Modifications to the Equipment or additional work required by new or changed statutory Requirements;
 - l. Repair and replacement of parts that in Contractor's reasonable opinion are obsolete and other modernization of the Equipment;
 - m. Any parts of elevator air conditioning maintenance;
 - n. For elevators: repair, replacements or redecoration of car, shaft enclosures, suspended ceiling platform (flooring), gates, door panels, door frames, jambs, faceplates, glazed shafts, exterior glasses, car and landing sills and decorative works, all wiring outside of the machine cylinders and piping;
 - o. Repair and replacement of lighting elements and batteries;
 - p. Replacement of the hoist machine, gearbox, drive module, control panel, travelling cable, sheaves, hoist ropes, over speed governor ropes and, for hydraulic elevators, cylinders and pistons and change hydraulic oil;
 - q. Labor for elevator air conditioning maintenance;
 - r. Annual load testing for permit purposes.
7. Other Terms and Conditions:
- a. Payment of the Price is due within 30 days from the date of the invoice.
 - b. Preventive Maintenance Service Schedule: Every 3rd Saturday of the Month.
 - c. Agreed Limit, if necessary, any and all -
 - Labor related to Service Repair;
 - Labor related to Call-out Service outside of Agreed working hours
 - Any and all materials, components, and spare parts above the agreed limit, and
 - Any Services excluded in the General Terms and Conditions for Maintenance Services, shall always be subject to a separate order by the OP and order confirmation by the Contractor and be separately payable by the OP.
 - d. The Contractor shall dispatch a service technician to rescue entrapped passengers upon the receipt of reported entrapment by the Contractor's Customer Care Center even if this were to occur outside agreed working hours; and
 - e. The Contractor shall make repairs and exchange spare parts where these are of minor value and are necessary in order to bring the Equipment into safe and undisrupted operation even if such spare parts are not included in the agreed limit.
- *in such cases, the work and the spare parts used shall be separately payable by the OP.

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; and h. OR/CR of service vehicle/s including Driver's License (clear photocopies)
- 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 for Twelve (12) Months

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
 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.

D) INDICATE IN YOUR QUOTATION THE FOLLOWING

- 1. Terms of Payment:
- 2. Warranty:
- 3. Place of Delivery: Office of the President – Staff House, Cabinet Hill, Baguio City
- 4. Delivery Period:
- 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 02/03/2022

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