



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 8487165  
**Procuring Entity** OFFICE OF THE PRESIDENT  
**Title** RFQ / 22-01-0100 / PROCUREMENT OF MONTHLY PREVENTIVE MAINTENANCE SERVICE FOR ELEVATOR - PALACE PASSENGER ELEVATOR (SILVER) INCLUDING EMERGENCY CALL SERVICE (LABOR ONLY)  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	22-01-0100	<b>Status</b>	Pending
<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>	03/03/2022
<b>Approved Budget for the Contract:</b>	PHP 83,778.24	<b>Last Updated / Time</b>	02/03/2022 17:13 PM
<b>Delivery Period:</b>	12 Month/s	<b>Closing Date / Time</b>	07/03/2022 17:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	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 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 - Palace Passenger Elevator (Silver) including Emergency Call Service (Labor Only) under PR No. 22-01-0100

#### A) REQUEST FOR QUOTATION

1. 12 months Monthly Preventive Maintenance Service for Elevator-Palace Passenger Elevator (Silver) including Emergency Call Service (Labor Only)

#### Scope of Service

##### 1. Oil & Grease Maintenance

##### a. Inspection and Preventive Maintenance

While observing all necessary legislation, especially Factories and Machinery

(Electric Passenger and Goods Lift) Regulations the Contractor commits to perform on the aforementioned lift installation(s) regular inspection and preventive maintenance. This comprises:

- Functional checking and adjustment of the drive unit, means of suspension, gearbox, brakes, traction sheave and drum, ropes, deflector sheave, hoist way doors, and guiderails of the lift installation(s);
- Greasing the above-mentioned subassemblies to the extent appropriate for the use made of the lift installation(s);
- Checking and adjustment of the travel properties of the lift installation(s), especially of their stopping accuracy;
- Visual and functional check of the switching, control, monitoring, and other safety equipment, and of the display and lighting equipment;
- Checking of the lift installation(s) for functioning and damage;
- Checking of oil level of the drive unit to the extent required to preserve their functioning;
- Cleaning the aforementioned subassemblies of the lift installation(s) of dirt originating within the installation;
- Regular cleaning on lift machine room, car top, and checking if the pit condition is dry.

##### b. Operational Features

Corrects operational failures which are detected during regular inspections and preventive maintenance or which occur between them and are reported to the Contractor by the Customer. The Contractor will respond to entrapments during normal working hours (Monday to Friday 8:00AM to 5:00PM) at no additional charge. If the operational failures are caused by abuse or misuse then the Customer will be charged according to the actual outlay including incurred costs.

##### c. Additional Services

The customer reimburses the Contractor for maintenance or repair work being outside the scope of services

separately

#### 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);
- 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.,  
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: AMO Warehouse, OP Motorpool Compound, P. Casal St. Quiapo, Manila
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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