



Republic of the Philippines
Province of Pampanga
Bids and Awards Committee
Provincial Capitol, City of San Fernando, (P) / (045) 435-5122

P.R. No./Date/End User: 22-2989 / 08-15-22 / PGSO

Purpose: Repair and maintenance of Two (2) Elevator Unit and One (1) unit Cargo Lift.

RFQ No. 220608
AUG 2 2 2022

REQUEST FOR QUOTATION

Company Name: _____
Address: _____
Tel. No. : _____

Please quote your lowest price for the requirements listed hereunder subject to the Terms and Conditions stated below and submit to this Office duly signed by you or your representative not later than 9:00 AM AUG 2 6 2022

APPROVED BUDGET FOR
THE CONTRACT (ABC):
PhP 124,000.00

FRANCIS V. MASLOG
Vice Chairperson *Provs*
Bids and Awards Committee

TERMS AND CONDITIONS:

- All quotations may be typewritten or handwritten, placed in a sealed envelope.
- All quotations shall be valid for one hundred twenty (120) calendar days from the deadline of the submission of the same.
- Any erasures or overwriting shall be valid only if they are signed or initialed by the supplier or its authorized representative.
- Interested suppliers are required to submit their valid current Mayor's Permit, PhilGEPs Registration Number, and Income/BIR Tax Return (for ABCs above P500,000.00) upon submission of quotation. In lieu of the Mayor's Permit and PhilGEPs Registration Number, the PhilGEPs Certificate of Platinum Membership may be submitted. For new businesses, submit the BIR Certificate of Registration in lieu of the ITR.
- The applicable rate for late deliveries is one tenth (1/10) of one percent (1%) of the cost of the unperformed portion for everyday of delay.
- The Provincial Government of Pampanga reserves the right to accept or reject any quotation, and to annul the procurement process and reject all quotations at any time prior to contract award, without thereby incurring any liability to the affected supplier/s.
- The PGP also reserves the right to waive any required formality in the proposals received, and select the proposal which it determine to be the most advantageous to the government.

Item No.	Quantity	Unit	Item Description	Unit Price	Total Price
1	12	month	Preventive maintenance and service of two (2) Elevator Unit		
			Scope of Works:		
			1.Examination of the unit		
			2.Oiling and cleaning of the machine		
			3.Greasing/Oiling of Bearings		
			4.Making the necessary minor adjustments		
			5.Supplies such as oil, greases, preventives and cleaning materials when necessary.		
			(See attached Certification of Terms Of Reference)		
2	1	unit	Supply and Installation of Break Diode of Traction Motor for Legislative Elevator Unit.		
			Specifications:		
			IN 5408		
3	12	month	Preventive maintenance and service of One (1) unit Cargo Lift		
			Scope of Works:		
			1.Examination of the unit		
			Continue next page ... page 1 of 2		

Provs

Item No.	Quantity	Unit	Item Description	Unit Price	Total Price
			2.Oiling and cleaning of the machine		
			3.Greasing/Oiling of Bearings		
			4.Making the necessary minor adjustments		
			5.Supplies such as oil, greases, preventives and cleaning materials when necessary.		
			(See attached Certification of Terms Of Reference)		
			After Sales Service:		
			-24/7 service call availability for minor and major unit malfunctions		
			-with service facility within the locality for after sales service		
			Conditions:		
			-Certificate of Compliance must be submitted together with the quotation.		
			-Must be an authorized technical service provider by the brand manufacturer.		
			Schedule of Requirements:		
			-within ten (10) days upon receipts of PO.		
			-At least one (1) Licensed Mechanical Engineer		
			x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x page 2 of 2		
			Total Lot Price		

Note: The winning supplier shall submit a duly signed and notarized Omnibus Sworn Statement prior to notice of award.

THE BIDS AWARDS COMMITTEE:
 Having carefully read and accepted your Terms and Conditions, including the technical specifications, I/We offer to supply/deliver the item/s as noted above.

 Supplier's authorized representative signature over printed name
 Designation: _____
 Contact No.: _____
 Email Address.: _____

 BAC Canvasser

*yang

Handwritten signature

Handwritten mark

**TERMS OF REFERENCE
CERTIFICATE OF COMPLIANCE
SERVICE CHART CHECKLIST**

Building Name: _____

ITEM	SPECIFICATIONS	COMPLIANCE
	MACHINE ROOM:	
	Check, inspect, adjust, replace, clean, repair the following:	
1	Main Supply Switch	
2	Traction Machine and Beams	
3	Gear box oil level	
4	Magnetic Brake and Drums	
5	Main and Deflector Sheave	
6	Controller and wiring condition	
7	Rotary Encoder	
8	Speed Governor	
9	Transformer & M/R Lightings	
10	Machine Room Environment	

ITEM	SPECIFICATIONS	COMPLIANCE
	CAR TOP:	
	Check, inspect, adjust, replace, clean, repair the following:	
1	Car Frame	
2	Car Sheave	
3	Car Guide Shoes	
4	Car Operator and Doors	
5	Hoist & Governor Ropes/ Hitches	
6	Lighting	

ITEM	SPECIFICATIONS	COMPLIANCE
	PIT:	
	Check, inspect, adjust, replace, clean, repair the following:	
1	Safety Switches and Device	
2	Tension Sheave	
3	Buffers/Spring	
4	CWT Buffer & Run by	
5	Emergency Switch & Ladder	
6	Pit Environment	

ITEM	SPECIFICATIONS	COMPLIANCE
	HOISTWAY:	
	Check, inspect, adjust, replace, clean, repair the following:	
1	Door Interlock and closers	
2	Travelling Cable	
3	Leveling Vanes/ Magnets	
4	Limit Switches	
5	Guide rails and brackets	
6	Separator beams	
7	Counterweight	
8	Compensating Chain/Role	
9	CWT Guides	
10	Door Opening & Closing	

ITEM	SPECIFICATIONS	COMPLIANCE
	CAR CAGE:	
	Check, inspect, adjust, replace, clean, repair the following:	
1	Car Operating Panel	
2	Car Indicators, Lights and Fan	
3	Safety Shoes/ Sensors/ Light Rays	
4	Interphone/ Emergency Call	
5	Riding Comfort and Leveling	
6	Condition of Interior	

ITEM	SPECIFICATIONS	COMPLIANCE
	ENTRANCES	
	Check, inspect, adjust, replace, clean, repair the following:	
1	Hall Indicators	
2	Hall Buttons	
3	Hall Lanterns	
4	Fireman's Switch	
5	Intercom	
6	Sill & Entrances	

Supplier's Authorized Representative Signature Over Printed Name.

Designation: _____