



REQUEST FOR QUOTATION
SMALL VALUE PROCUREMENT
(SECTION 53.9)

Date : SEPTEMBER 21, 2021
PR No. : **QCU-21-GRMS-399**

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : **COMPREHENSIVE PREVENTIVE MAINTENANCE AND REPAIR SERVICES OF ELEVATOR UNITS**
Approved budget of the Contract : **P 163,148.83**
End-User / Implementing Office : **QUEZON CITY UNIVERSITY**

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided. Submit your quotation duly signed by you or your duly authorized representative not later than **SEPTEMBER 24, 2021 10:00AM** Philippine Standard Time, together with the following documents of your company:

- 1 PhilGEPS certificate (not expired on the time of opening of quotations);
- 2 Business Registration (DTI/SEC)
- 3 Mayor's/Business Permit (2021);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by **QC BAC – Goods and Services**
- 6 Income/Business Tax Return (for FY 2020) (For ABCs above P500,000.00)
- 7 If applicable, the JVA in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

in a **SEALED LONG BROWN ENVELOPE** shall:

- 1 Contain the Project Name and PR Number of the contract to be bid in capital letters;
- 2 Bear the name and address of the Bidder in capital letters;
- 3 Be addressed to the Procuring Entity's BAC.

Project Title: **COMPREHENSIVE PREVENTIVE MAINTENANCE AND REPAIR SERVICES OF ELEVATOR UNITS**

**Quezon City Local Government
BIDS AND AWARDS COMMITTEE
2/F Procurement Department, Finance Building
Quezon City Hall Compound**

For any clarification you may contact us at 89884242 loc. 8506/8709.

(Sgd.) ATTY. DOMINIC B. GARCIA
Officer-in-Charge / Head, BAC Secretariat

TERMS AND CONDITIONS

1. Bidders shall **provide correct and accurate** information required in this form.
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s, to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
4. Quotation **exceeding** the Approved Budget for the Contract (ABC) shall be **rejected**.
5. Award of contract shall be made to the lowest quotation (for goods) or the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The City General Services Department (CGSD) shall have the right to inspect the goods.
8. Non-submission of eligibility documents shall mean disqualification of Quotation.
9. Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. CGSD shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
10. Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s as follows:

ITEM NO.	ITEM & DESCRIPTION	UNIT OF ISSUE	QTY.	UNIT PRICE	ITEM TOTAL
	Parts needed for FUJI YIDA Elevator at Admin Building				
1	Door Controller Inverter	piece	1		
2	SFT door sensor	piece	1		
3	AVR 20 KVA	piece	1		
4	Limit Switch	piece	6		
	PREVENTIVE MAINTENANCE SYSTEM (PMS)				
5	QCU ADMIN BLDG. ELEVATOR ONE (1) UNIT Unit: FUJI YIDA Capacity: 1,250 kgs/20 person Speed:1.0m/s 5 stops – 5 opening	month	2		
6	QCU LABORATORY BLDG. ELEVATOR (A) ONE (1) UNIT Unit: FUJI YIDA Capacity: 1,250 kgs/20 person Speed:1.0m/s 7 stops – 7 opening	month	2		
7	QCU LABORATORY BLDG. ELEVATOR (B) ONE (1) UNIT Unit: FUJI YIDA Capacity: 1,250 kgs/20 person Speed:1.0m/s 7 stops – 7 opening	month	2		
	NOTE: <ul style="list-style-type: none"> • The initial repairs and 1st PMS shall be undertaken immediately within 15 days upon issuance of the Notice to Proceed (NTP) • The 2nd PMS shall be undertaken not later than the 3rd month after issuance of the Notice to Proceed 				
	SCOPE OF WORK 1. The SERVICE PROVIDER will provide preventive maintenance and inspection visit for at least two (2) months for the purpose of examining the equipment, including but not limited of the following: a. Lubricate and adjust all machinery, motors, control parts, chains, brakes and safety appliance; b. Provide necessary grease and cotton waste related to the maintenance; c. Examine and test periodically the equipment; d. All other necessary procedure to properly maintain the equipment in good operational conditions; e. Submit service report indicating status/condition of the equipment and recommendation to avoid frequent failures of equipment; f. Provide Technicians to conduct necessary trouble shooting and repair services.				

2. The SERVICE PROVIDER will provide other repair services not included in the Preventive Maintenance Services as follows:
 a. Upon request, provide technicians to conduct the necessary trouble shooting, inspection and evaluation.
 b. Provide spare parts and other materials needed after inspection and evaluation;
 c. Undertake the necessary repair services necessary to make the elevator units operational and in good condition.

3. COVERAGE OF THE PREVENTIVE MAINTENANCE SERVICES
 A regular and systematic examination will be done with all pertinent regulations. Pertinent reports will be submitted to the QUEZON CITY UNIVERSITY after each regular service.

CH/CL	Car Call Button, Indicators, Bulbs, Button Lens
CH	Intercom, Alarm Bell
CH	Safety Shoe, Multi Beam Sensor, Single Ra
CH	OPB Switches
CH/CL	Car Lighting, Fan, Emergency Light
CH/CL	Hall Calls, Landing Indicator, Director Lamp, Hall Lantern
CH/CL	Clean Landing Door Still
CH/CL	M/C Room Condition Lighting, Ventilation, Leak
CH	Building Power Supply
CH	Break Action & Stroke, Slippage & Spring
CH	Check Gear Oil Level, Oil Seal
CH	Operation Of Inverter, Rotary Encoder
CH	Car Top Lighting, Safety Switches
CH	Landing Door: Panels, Door Sill, Guide Shoe, Rubber
CH	Landing Door: Switches, Hanger Roller, Eccentric Roller, Door Weight, Rope, Guide, Gripper Roller
CH	Landing Door Self Closer, Rail Track, Rope, Roller
CH	Car Door Still, Door Guide Shoe
CH/CL	Car Top Cleaning/Door Controller, Motor, PCB
CH	Car Door Mechanism, Manual Close/Open Condition, Rubber Stopper, Chain/Belt, Gripper Cam, Safety Shoe, Photo Sensor Stopper, Switch
CH	Car Guide Rail, Lubricators, Shoe/Roller
CH	CWT Guide Rail, Lubricators, Shoe/Roller
CH/CL	Pit Condition: Cleaning/Waste

**Note: CH - Check
 CL- Clean
 AD - Adjust
 OIL - Lubricate or check oil**

4. SUPPLY OF THE FOLLOWING ACCESSORIES:

- a) Grease
- b) Cotton waste
- c) Sand paper
- d) Oil
- e) Contact cleaner
- f) Cable tie
- g) Screws and bolts
- h) Rags and all other materials needed

5. LOAD TESTING

- a) Checking the capacity of unit
- b) Requesting of Load Test Weights.
- c) Delivering of Load Test weights at the site.
- d) Putting the car Elevator at the ground floor.
- e) Setting the car Elevator at maintenance.
- f) Going down in the Elevator Pit.
- g) Putting of test weights inside the Car Elevator.
- h) Adjusting of the load device prior exactly to the capacity of the Car Elevator.
- i) Testing of the Car Elevator by exceeding the Load Tested, if it reaches the capacity the alarm will trigger. The testing of load will be done for two times.
- j) After testing, the Car Elevator will be unloaded and the Unit can be Operational again.
- k) Issuance of a signed and sealed Certificate by a Professional Mechanical Engineer for Permit to Operate.

<p>6. PARTS COVERAGE OF A COMPREHENSIVE ELEVATOR PREVENTIVE MAINTENANCE SERVICE (PMS)</p> <p>a) CONTROL PANEL</p> <ul style="list-style-type: none"> . Power Transistor . Cooling Fan . Relay . Resistors . Capacitors Unit . ZNRUnit . EMI Filter . Terminal Block . Diode . Transformer . Fuse Free Breaker . Fuse . Interphone Unit <p>b) MACHINE</p> <ul style="list-style-type: none"> . Machine Cushion . Brake Lining . Brake Check Switch <p>c) TRANSFORMER GOVERNOR</p> <ul style="list-style-type: none"> . Governor Ropes <p>d) CAR TOP</p> <ul style="list-style-type: none"> . Fan . Emergency Switch . Maintenance Switch . Proximity Floor Detector . Rope . Safety Switch <p>e) GOVERNOR LIMIT SW</p> <ul style="list-style-type: none"> . Limit Switch Assy . FLS, DLS, SDS Switch <p>f) SUPERVISORY</p> <ul style="list-style-type: none"> . DOT Matrix Display . Key Switch . Interphone Unit . Buzzer . LED Floor Detector . Battery 12v . Battery 6/24v . Guide Shoe/Roller . Oiler Box . Pulley [if any] . Spring/Custom For Ropes <p>g) DOOR MACHINE</p> <ul style="list-style-type: none"> . Door Belt . CAM Roller . CAM Switch GS . CAM Switch OLS, CLS . Pulley Tension . Spring . Door Rail <p>h) CAR DOOR</p> <ul style="list-style-type: none"> . Safety Shoe . Safety Shoe Stopper . Retraction Bracket . Door Guide Shoe . Door Stopper . Door Cushion . Interphone Unit . Operation Switch <p>i) UNDER CAR</p> <ul style="list-style-type: none"> . Load Sensor . Cushion . Safety Wedge . Guide Shoe/Roller . Safety Switch . Travelling cable <p>j) COUNTER WEIGHT</p> <ul style="list-style-type: none"> . Guide Shoe . Spring for Ropes . Safety Wedge [if any] <p>k) LIMIT SW</p> <ul style="list-style-type: none"> . Limit Switch Assy . FLS, DLS, SDS Switch 				
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<p>l) HATCH DOOR . Door Lock Switch . PBCSCL . Door Coupling Device . Roller . Door Hanger . Door Rail . Door Spring . Door Rope . Door Guide Shoe . Door Pulley . PBC DOT. Matrix Indicator . Micro Push Button</p> <p>m) COMPENSATING . Cable</p> <p>7. OTHER REPAIRS NOT COVERED BY PMS Other repair activities not covered by the PMS shall be undertaken by the Service Provider following the recommendation of the City General Services Department [CGSD]. Based on the assessment and recommendation of the CGSD, the Service Provider shall initially provide the services for the repair of the elevator in the Administrative Building, including replacement of the following parts:</p> <p>1) Door Controller Inverter 2) SET Door Sensor 3) AVR20KVA 4) Limit Switch</p> <p>***<i>(With attached Terms of Reference which will form an integral part of this Quotation)</i></p>				
Total Quoted Amount:				

Amount in Words: _____

Delivery Period : THREE (3) MONTHS
Warranty : _____

Other Requirements:
Certification from the manufacturer/supplier that the elevators' supplies and spare parts to be delivered are genuine.

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

E-mail Address