



Republic of the Philippines
QUEZON CITY GOVERNMENT
BAC – Goods and Services
2nd floor, Procurement Department,
Finance Building, Quezon City Hall Compound



REQUEST FOR QUOTATION
NEGOTIATED PROCUREMENT
SECTION 53.9 – SMALL VALUE PROCUREMENT

DATE : SEPTEMBER 20, 2022

PROJECT NO. : QCU-22-SERVICES-962

Name of Company : _____
Address : _____
Contact No. : _____
Project Title : PROVISION OF COMPREHENSIVE PREVENTIVE MAINTENANCE SERVICE (PMS)
AND REPAIR SERVICES INCLUDING SPARE PARTS FOR MAJOR/MINOR REPAIRS
OF THREE (3) ELEVATOR UNITS AT THE QUEZON CITY UNIVERSITY – SAN
BARTOLOME, NOVALICHES CAMPUS
Approved Budget of
the Contract : P 205,148.82
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 23, 2022; 10:00 A.M.** 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 (2022);
- 4 Tax Clearance; and
- 5 Omnibus Sworn Statement prescribed by the **QC BAC- Goods and Services**
- 6 Income/Business Tax Return (for FY 2021) (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 issued by QC BAC- Goods and Services.**


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
	Supply and Installation of Elevator Buttons for Quezon City University				
1	Elevator buttons (with number and braille)	unit	10		
2	Elevator buttons (without number and braille)	unit	5		
	Preventive Maintenance Service (PMS)				
3	QCU ADMIN. BUILDING Elevator one (1) unit Unit: FUJI YIDA Capacity: 1,250 kgs/20 persons Speed: 1.0m/s 5 stops – 5 openings	month	2		
4	QCU LABORATORY BUILDING Elevator one (1) unit Unit: FUJI YIDA Capacity: 1,250 kgs/20 persons Speed: 1.0m/s 7 stops – 7 openings	month	2		
5	QCU LABORATORY BUILDING Elevator one (1) unit Unit: FUJI YIDA Capacity: 1,250 kgs/20 persons Speed: 1.0m/s 7 stops – 7 openings	month	2		
	NOTE: The initial repairs and 1 st PMS shall be undertaken immediately within 15 days upon issuance of the Notice to Proceed. ***With attached Terms of Reference which will form an integral part of this Request for Quotation***				
TOTAL					

Amount in Words: _____

Handwritten signature/initials

Other Requirements:	
✓	• Statement of Warranty- Minimum of Three (3) months
✓	• Certification from the manufacturer/supplier that the elevators' supplies and spare parts to be delivered are genuine

Delivery Period : Within Two (2) Months Upon Issuance of Notice to Proceed ✓
Warranty : _____

Signature over printed name

Office Telephone No./Fax/Mobile No.

Date

Email Address





QUEZON CITY UNIVERSITY

SAN BARTOLOME | SAN FRANCISCO | BATASAN HILLS

MISSION: To provide comprehensive education that enhances the lives of QCU students for nation building and as world citizens.
VISION: To be recognized as the #1 local university of employable graduates.



TERMS OF REFERENCE

PROJECT: PROVISION OF COMPREHENSIVE PREVENTIVE MAINTENANCE SERVICE (PMS) AND REPAIR SERVICES INCLUDING SPARE PARTS FOR MAJOR/MINOR REPAIRS OF THREE (3) ELEVATOR UNITS AT THE QUEZON CITY UNIVERSITY - SAN BARTOLOME, NOVALICHES CAMPUS.

I. PURPOSE

The Quezon City University will engage the services of a CONTRACTOR to provide a COMPREHENSIVE PREVENTIVE MAINTENANCE AND REPAIR SERVICES OF THREE (3) ELEVATOR UNITS at the San Bartolome, Novaliches Campus, one (1) unit at the Administration Building and two (2) units at the Laboratory Building.

II. 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



QUEZON CITY UNIVERSITY

SAN BARTOLOME | SAN FRANCISCO | BATASAN HILLS

MISSION: To provide comprehensive education that enhances the lives of QCU students for nation building and as world citizens.
VISION: To be recognized as the #1 local university of employable graduates.



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 stopper
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/Beit, 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

EVERY MONTH

CH	Car Door Opening, Closing Condition
CH	Ride Performance
CH/CL	Car Inside Appearance: Wall, Ceiling, Diffuser
CH	Arrival Forecast, Gong, Chime
CH	Traction Machine Leakage, Bearing, Noise
CH	Limit & Safety Switches, Positectors, Plates
CH	Governor Tailgate & Tension Sheave, Switch
CH	Pit & Limit Switches, Stop Switch, Light, Ladder

AT TWO (2) MONTHS

CH	Floor Level, Running Clearance
CH	Duplex/Triplex System Operation
CH/CL	Control Panel Cleaning, Condition
CH	Governor Machines, Operation
CH	Main Sheave Secondary Sheave/Beam Pulley
CH/CL	Check Wire Rope Tension & Condition, Main, Governor
CH	Spring Buffet/Hydraulic, Switches CAR. CWT
CH	Travelling Cable
CH	Compensating Chain/Rope, Tension Sheave, Switch

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



QUEZON CITY UNIVERSITY

SAN BARTOLOME | SAN FRANCISCO | BATASAN HILLS

MISSION: To provide comprehensive education that enhances the lives of QCU students for nation building and as world citizens.
VISION: To be recognized as the #1 local university of employable graduates.



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.

6. PARTS COVERAGE OF A COMPREHENSIVE ELEVATOR PREVENTIVE MAINTENANCE SERVICE (PMS)

a) CONTROL PANEL

- Power Transistor
- Cooling Fan
- Relay
- Resistors
- Capacitors Unit
- ZNR Unit
- EMI Filter
- Terminal Block
- Diode
- Transformer
- Fuse Free Breaker
- Fuse
- Interphone Unit

b) MACHINE

- Machine Cushion
- Brake Lining
- Brake Check Switch

c) TRANSFORMER GOVERNOR

- Governor Ropes



QUEZON CITY UNIVERSITY

SAN BARTOLOME | SAN FRANCISCO | BATASAN HILLS

MISSION: To provide comprehensive education that enhances the lives of QCU students for nation building and as world citizens.
VISION: To be recognized as the #1 local university of employable graduates.



d) CAR TOP

- Fan
- Emergency Switch
- Maintenance Switch
- Proximity Floor Detector
- Rope
- Safety Switch

e) GOVERNOR LIMIT SW

- Limit Switch Assy
- FLS, DLS, SDS Switch

f) SUPERVISORY

- 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

g) DOOR MACHINE

- Door Belt
- CAM Roller
- CAM Switch GS
- CAM Switch OLS, CLS
- Pulley Tension
- Spring
- Door Rail

h) CAR DOOR

- Safety Shoe
- Safety Shoe Stopper
- Retraction Bracket
- Door Guide Shoe
- Door Stopper
- Door Cushion

i) IN CAGE

- Interphone Unit
- Operation Switch

j) UNDER CAR

- Load Sensor
- Cushion
- Safety Wedge
- Guide Shoe/Roller
- Safety Switch
- Travelling cable



QUEZON CITY UNIVERSITY

SAN BARTOLOME | SAN FRANCISCO | BATASAN HILLS

MISSION: To provide comprehensive education that enhances the lives of QCU students for nation building and as world citizens.
VISION: To be recognized as the #1 local university of employable graduates.



k) COUNTER WEIGHT

- Guide Shoe
- Spring for Ropes
- Safety Wedge (if any)

l) LIMIT SW

- Limit Switch Assy
- FLS, DLS, SDS Switch

m) HATCH DOOR

- Door Lock Switch
- PBC SCL
- Door Coupling Device
- Roller
- Door Hanger
- Door Rail
- Door Spring
- Door Rope
- Door Guide Shoe
- Door Pulley
- PBC DOT. Matrix Indicator
- Micro Push Button

n) COMPENSATING

- Cable

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).

III. AREA OF COVERAGE

The Repair and Maintenance of Elevators shall be undertaken in the buildings of San Bartolome, Novaliches campus only.

IV. PROJECT STANDARDS & REQUIREMENTS

The Bidder/ Service Contractor shall:

1. Provide technical support on-site and/or online depending on the urgency/severity of the technical issue
2. As part of the requirements in RA 9184, have completed a government or private contract that is similar in nature to this project within the last three (3) years equivalent to at least fifty (50%) of the approved budget of contract.



QUEZON CITY UNIVERSITY

SAN BARTOLOME | SAN FRANCISCO | BATASAN HILLS

MISSION: To provide comprehensive education that enhances the lives of QCU students for nation building and as world citizens.
VISION: To be recognized as the #1 local university of employable graduates.



V. PROJECT DURATION

The duration of this project shall be for a period of two (2) months after the approval of the contract.

- The initial repairs and 1st PMS shall be undertaken immediately within 15 days upon issuance of the Notice to Proceed.
- The PMS schedule may be subject to extension at the option of the QCU if the performance is found to be satisfactory subject to applicable procurement rules and regulations.

VI. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the contract is up to Two Hundred Five Thousand One Hundred Forty Eight Pesos and Eighty Two Centavos (Php 205,148.82) which shall cover SUPPLY AND INSTALLATION OF ELEVATORS PARTS AND MAINTENANCE FEES.

VII. BASIS FOR PAYMENT

The payment for the services rendered shall be upon completion of the following milestones and submission of the Monthly Preventive Maintenance Report, subject to full compliance to the Procurement Law (RA 9184) and auditing rules and regulations:

MILESTONES	PERCENTAGE BILLING
Initial Repairs and 1 st PMS	15%
2 nd PMS	85%
TOTAL	100%

VIII. PENALTIES FOR BREACH OF CONTRACT

Failure to deliver the services according to the standards and requirements set by the City Government shall constitute an offense and shall subject the Contractor/Service provider to penalties and/or liquidated damages pursuant to RA 9184 and its revised implementing rules and regulations.

IX. CANCELLATION OR TERMINATION OF CONTRACT

The guidelines contained in RA 9184 and its revised implementing rules and regulations shall be followed in the termination of any service contract. In the event the City Government terminated the contract due to default, insolvency, or for any cause, it may enter into negotiated procurement pursuant to Section 53(d) of RA 9184 and its IRR.



QUEZON CITY UNIVERSITY

SAN BARTOLOME | SAN FRANCISCO | BATASAN HILLS

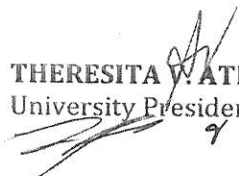
MISSION: To provide comprehensive education that enhances the lives of QCU students for nation building and as world citizens.
VISION: To be recognized as the #1 local university of employable graduates.



X. EFFECTIVITY

Upon approval of the contract by the Honorable Mayor or his duly authorized representative.

Submitted by:


THERESITA V. ATIENZA, DEM
University President

San 6/12/21