



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

**INVITATION TO FOREIGN CONTRACTORS OR
SERVICE PROVIDERS TO
SUBMIT A MANIFESTATION OF
INTENTION TO PARTICIPATE
FOR THE PROJECT,
“Maintenance of Passenger Elevators in the DBM Central Office”**

1. The Department of Budget and Management (DBM), through the FY 2023 General Appropriations Act, intends to apply the sum of **One Million Five Hundred Forty-Four Thousand Pesos (P1,544,000.00)** being the Approved Budget for the Contract (ABC) for the Project **“Maintenance of Passenger Elevators in the DBM Central Office”** for FY 2023, through Direct Contracting under Section 50 (c) of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.¹
2. Delivery of the Services is required for twelve (12) months and in accordance with the Detailed Technical Specifications, specified in the attached Annex A.
3. In accordance with item 6.1² of Appendix 9 (Guidelines in the Determination of Eligibility of Foreign Suppliers, Contractors, and Consultants to Participate in Government Procurement Projects) of the 2016 Revised IRR of RA No. 9184, **the DBM now invites foreign contractors or service providers to submit manifestation of intention to participate on or before July 13, 2023, 4:00 p.m.** The manifestations must be duly received by the DBM-Bids and Awards Committee (BAC) Secretariat or the DBM-Central Records Division through manual submission at the office address indicated below, or via email at [**procurement@dbm.gov.ph**](mailto:procurement@dbm.gov.ph).

¹ The Government Procurement Reform Act

²In cases where the procuring entity intends to procure goods from an exclusive local manufacturer, supplier, distributor, or dealer through direct contracting under Section 50 (c) of the IRR, when said method is recommended by the BAC and approved by the Head of the Procuring Entity, and reflected in the approved Annual Procurement Plan, it shall, before commencing any negotiations with a local supplier, post through the website of the procuring entity, if any, and in the Philippine Government Electronic Procurement System (PhilGEPS), an invitation to foreign manufacturers to submit a manifestation of its intention to participate. Should any foreign manufacturer submit such manifestation within the period prescribed in the invitation, the procuring entity shall commence the conduct of public bidding. If no foreign manufacturer submits such manifestation within the said period, the procuring entity may proceed with the intended procurement through direct contracting with the said exclusive local manufacturer, supplier, distributor, or dealer.

4. If no foreign contractor or service provider submits such manifestation within the period stated above, the DBM shall directly negotiate with the exclusive local service provider, in accordance with Section 50 of the 2016 Revised IRR of RA No. 9184 and Annex H (Consolidated Guidelines for the Alternative Methods of Procurement) of the same IRR.
5. For further information, please refer to:

DBM-BAC Secretariat
Administrative Service-Procurement Management Division
Department of Budget and Management
Ground Floor, DBM Building III, General Solano St., San Miguel, Manila
Telefax No. 8657-3300 local 3115
Email address: procurement@dbm.gov.ph

July 6, 2023

RAMON VICENTE B. ASUNCION
Vice Chairperson, DBM-BAC

Detailed Technical Specifications

1. Project Title

Maintenance of Passenger Elevators in the DBM Central Office

2. Objective

The project shall ensure that all four (4) existing IFE brand elevators in the DBM Central Office are in good operational condition. Hence, reference to brand names is authorized under Section 18 of the 2016 Revised IRR of RA No. 9184.

3. Qualifications of the Service Provider

3.1. Licenses/Certifications

- 3.1.1. The Service Provider is authorized to promote, distribute, and perform after-sales service support to the IFE Brand of products sold and installed in the Philippines.
- 3.1.2. At the commencement of contract implementation, the Service Provider shall secure and maintain, at its own expense, all necessary registrations, licenses, and/or permits as required by laws, rules, and regulations. The Service Provider shall likewise comply with all pertinent laws, rules, and regulations.

3.2. Maintenance Team

- 3.2.1. The Service Provider shall deliver the obligations arising from this contract through a Maintenance Team which shall include employees having the following qualifications, as validated during contract implementation:
 - 3.2.1.1. Registered Mechanical Engineer – with valid Professional Regulation Commission license and at least two (2) years of experience in the maintenance of elevators; and
 - 3.2.1.2. Elevator Technician – with valid NC II certificate from the Technical Education and Skills Development Authority and at least one (1) year of experience as Elevator Technician.
- 3.2.2. The Service Provider shall ensure that the Maintenance Team assigned is composed of workers who tested negative in the RT-PCR/Antigen test for COVID-19 conducted not earlier than three (3) calendar days before the conduct of onsite preventive maintenance activities. The RT-PCR/Antigen test results shall be submitted to the Administrative Service-General Services Division (AS-GSD) at least a day before the scheduled preventive maintenance activity.

3.3. Accessories, Materials, Tools, Equipment, and Labor

3.3.1. The Service Provider shall supply the accessories during maintenance activities, at no additional cost to the DBM, such as, but not limited to:

- Grease
- Cotton waste
- Sand paper
- Oil
- Contact cleaner
- Cable tie
- Screws and bolts
- Rags

3.3.2. All materials, tools, equipment, and labor needed to deliver the obligations arising from this contract shall be on the account of the Service Provider.

4. Scope of Work

4.1. Submission of Work Plan

4.1.1. The Service Provider shall submit a work plan within five (5) working days from receipt of the Notice to Proceed, for approval of the Administrative Service (AS) Director. The proposed work plan shall cover a twelve (12) month contract implementation, which shall contain, among others, details of the following:

- 4.1.1.1. Monthly, quarterly, semi-annual, and annual preventive maintenance activities as defined in item 4.2.2 hereof;
- 4.1.1.2. Defined preventive maintenance checklist;
- 4.1.1.3. Composition of Maintenance Team assigned to the project, submitted together with the resume/information sheet, and copies of relevant license/certificate of each employee; and
- 4.1.1.4. List of materials, tools, and equipment needed for the conduct of preventive maintenance activities.

4.1.2. The Service Provider shall commence the preventive maintenance activities within five (5) working days after approval of the work plan.

4.2. Maintenance Activities

4.2.1. The Service Provider shall conduct the preventive maintenance, including inspection, examination, cleaning, and testing, of the Passenger Elevators located in the DBM Building II and Arcache Building.

4.2.2. The Service Provider shall regularly check, inspect, examine, clean, and test the following:

4.2.2.1. Monthly

- Machine Room and Roller Environment
- Manual Emergency Rescue Operation Device
- Traction Machine
- Brake and Other Shaft Part
- Brake Clearance
- Encoder
- Governor Shaft Part
- Car Top
- Car Top Inspection Switch, Emergency Stop Switch
- Guide Shoe Oil Cup
- CW Filter and its Clip
- Shaft Lighting
- Car Lighting, Fan, Emergency Lighting
- Car Inspection Switch, Emergency Stop Switch
- Car Alarming Device, Intercom
- Car Display, Instruction Button
- Car Door Safety Device (Safety Edge, Light Curtain, Photoelectric Switch)
- Car Door Lock Electric Contact
- Car Door Travelling
- Levelling Accuracy
- Hall Call, Floor Display
- Landing Door Sill
- Landing Door Closing Device
- Landing Door Lock Automatic Restoration
- Landing Door Lock Electric Contact
- Landing Door Clamp Element Mesh Length
- Pit Environment
- Pit Emergency Stop Switch

4.2.2.2. Quarterly

- Governor Tension Device and Electrical Safety Device
- Brake Pad
- Location Pulse Producer
- Floor Selector Contact
- Traction Wheel Groove and Steel Rope
- Governor Wheel Groove, Steel Rope
- Shoe Pad, Roller
- Car Door Closing Electrical Safety Device
- Landing Door Car Door Conveying Steel Rope, Chain, Tape
- Landing Door, Door Shoe
- Fireman Switch
- Buffer (Electrical Safety Device)

4.2.2.3. Semi-Annual

- Upper and Lower Limit Switch
- Traction Wheel, Guide Wheel, Shaft Part
- Traction Wheel Groove
- Detection Switch on Brake
- Terminal Block in Controller
- Instrument in Controller
- Shaft, CW, Car Top Wheel Shaft
- Steel Rope, Compensation Train
- Steel Rope Hitch Plate
- Governor Steel Rope
- Landing Door Car Door Fan
- CW Buffer Distance
- Compensation Chain and Car, CW Juncture

4.2.2.4. Annual

- Buffer
- Controller Contactor, Relay Contact
- Brake Lamination
- Brake Spring Compression
- Insulation Performance Test of Conducting Circuit
- Governor and Safety Gear Linkage Test
- Upstream Over Speed Protection Device Action Test
- Car Top, Car Frame, Car Door, and Other Supplemental Bolts
- Car and CW Guide Rail Brackets
- Car and CW Guide Rail
- Travelling Cable
- Landing Door Device and Sill
- Car Weighing Device
- Safety Gear Base
- Car Bottom Bolts

4.2.3. The Service Provider shall lubricate and adjust all machinery, motors, control parts, chains, brakes, and safety appliance of the elevators, as needed.

4.2.4. The Service Provider shall conduct Load Testing activities, such as, but not limited to:

- 4.2.4.1. Checking the capacity of unit;
- 4.2.4.2. Delivering of load test weights at the site;
- 4.2.4.3. Going down in the elevator pit;
- 4.2.4.4. Putting test weights inside the car elevator;
- 4.2.4.5. Adjusting the load device prior exactly to the capacity of the car elevator; and
- 4.2.4.6. Testing of the card elevator by exceeding the load tested. If it reaches the capacity, the alarm will trigger.

4.2.5. As determined based on maintenance activities and to ensure that the elevators are properly maintained, the Service Provider is required to recommend to the AS any necessary replacement of elevator parts. Actual replacement should be implemented upon approval of the DBM.

4.2.6. In case of replacement, the Service Provider shall supply and deliver the following fast-moving parts, as approved by the AS:

4.2.6.1. Machine Room

- Contactors JMS
- Contactors JMS1
- Contactors JY
- Contactors JYT
- Contactors KBJ
- Magnetic Relay 220/240VAC JZM
- Magnetic Relay 24VDC JFS
- Mini Breaker G1
- Mini Breaker GK
- Phase Relay XJJ1
- PG-E Board
- UPS Battery
- AD Battery
- ARD Boards
- Emergency Power Supply
- Levelling Sensor

4.2.6.2. Car

- COP Button Board
- COP Indicator Board
- LED Light
- COP Push Button Car Top Fan
- Cage Holder

4.2.6.3. Door

- Door Contact
- Door Encoder Board
- Door Interlock
- Door Motor Belt
- Door Motor Pulley
- Door Operator
- Door Pick Up Roller
- Door Screen Controller
- Door Secondary Wire Rope
- Door Sensor
- Door Wire Rope
- Door Shoe

4.2.6.4. Shaft

- HOP Button (Down)
- HOP Button (Up)
- HOP indicator Board
- Oiler Box
- Counter Weight Shoe Lining
- Buffer Switch
- Limit Switch
- Main Rail Shoe Lining

4.2.7. Installation of any of the elevator parts mentioned in Item 4.2.6 shall be done by the Service Provider, at no additional cost to the DBM. Only the cost component or price of the material to be used for the said purpose shall be paid by the DBM.

4.2.8. The Service Provider shall rectify/correct all faults and defects found on the passenger elevators of Buildings II and Arcache, at no additional cost to the DBM.

5. Submission of Accomplishment Report

Within five (5) working days after the conduct of each maintenance activity, the Service Provider shall submit the following to the AS-GSD:

- 5.1 Accomplishment report covering all activities done by the Service Provider, including a detailed description of possible defects/malfunction of the passenger elevators, and, if any, the recommended repairs/replacement of parts;
- 5.2 Completed preventive maintenance checklist; and
- 5.3 Monthly Certificate of Testing to attest that each of the passenger elevator is in satisfactory and operational condition.

The foregoing reports shall serve as the supporting documents to the monthly invoice/billing during contract implementation.

6. Technical Support

The Service Provider shall quickly and timely respond to emergency calls. Response time for, i.e., to initiate action on DBM requests for technical assistance/support, or due to system failure shall not be later than twenty-four (24) hours upon receipt of written/verbal notice from AS.

7. Service Standards and Condition

7.1. The Service Provider's personnel shall take all necessary precautions for the safety of all persons and properties at or near their area of work and shall comply with all the occupational and health standards and established safety regulations, rules and practices.

7.2. The Service Provider shall be responsible and liable for:

- 7.2.1. The cost of repair/replacement due to damages caused by its staff to the elevators or any DBM property while conducting its maintenance work.
- 7.2.2. During contract implementation, any work-related accident or illness of their own personnel or any DBM employee, resulting from negligence of the personnel of the Service Provider.