



Republic of the Philippines
DEPARTMENT OF BUDGET AND MANAGEMENT
General Solano Street, San Miguel, Manila

REQUEST FOR QUOTATION
No. 22-060

The **Department of Budget and Management (DBM)** through its **Administrative Service**, intends to procure **"Maintenance of Passenger Elevators in the DBM Central Office"** for CY 2022 in accordance with **Section 53.9** (Negotiated Procurement – Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **not later than** September 12, 2022, **2:00 p.m.** at the Administrative Service – Procurement Management Division, Ground Floor, DBM Bldg. III, General Solano St., San Miguel, Manila. Quotations may also be submitted through facsimile or email at the address and contact numbers indicated below.

A copy of your 2022 **Business/Mayor's Permit¹** and **PhilGEPS Registration Number** is also required to be submitted along with your signed quotation/proposal. A valid Certificate of PhilGEPS Registration (Platinum Membership) may be submitted in lieu of the Mayor's/Business Permit.

The **Omnibus Sworn Statement² (GPPB-prescribed forms), Income/ Business Tax Return³ (for ABC's above Php 500k)** will also be required to be submitted *prior to award*.

For any clarification, you may contact us at telephone no. **(02) 8657-3300 local 3115** or email address at **eestipona@dbm.gov.ph**.

AARON ALBERTO A. ESCALONA
Chief Administrative Officer

¹In case of recently expired Mayor's/Business permit, it shall be accepted together with its official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after award of contract but before payment in accordance with item 6.2 of Government Procurement Policy Board (GPPB) Resolution No. 09-2020.

²In case of Unnotarized Omnibus Sworn Statement, it shall be accepted, provided that the notarized Omnibus Sworn Statement shall be submitted after award of contract but before payment in accordance with item 6.3 of GPPB Resolution No. 09-2020.

³Manually filed tax returns or filed through the EFPS

Date: _____

Name of Company: _____

Address: _____

Name of Store/Shop: _____

Address: _____

TIN: _____

PhilGEPS Registration Number: _____

INSTRUCTIONS:

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the contents of this form in any way.
- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

Sir/Madam:

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

TECHNICAL SPECIFICATION

1. Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if the item being offered is for free.
2. Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each Specification.

Item	Description	Total Quantity	Bidder's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
	Maintenance of Passenger Elevators in the DBM Central Office - See attached detailed technical specifications	1 lot			

*The above quoted prices are inclusive of all costs and applicable taxes.

<u>SCHEDULE OF REQUIREMENTS</u>		Bidder's Statement of Compliance
A.	Maintenance of Passenger Elevators in the DBM Central Office - See attached schedule of requirements	

FINANCIAL OFFER

Approved Budget for the Contract	Total Offered Quotation
<p style="text-align: center;">Seven Hundred Eighty Thousand Pesos only (Php 780,000.00)</p>	<p style="text-align: center;">In words: _____ _____ _____</p> <p style="text-align: center;">In figures: _____ _____ _____</p>

<u>Payment Details:</u>	Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user.
Banking Institution	
Account Number	
Account Name	
Branch	

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

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 *sixty (60) calendar days* from the date of submission of quotation.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest calculated and responsive quotation (for goods and infrastructure) 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 item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The DBM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the DBM shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
10. **Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.**
11. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DBM **may** 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.

12. In compliance with Section 4.3 of Appendix 33 of the 2016 Revised IRR of RA No. 9184 and consistent with Administrative Order No. 34, s. of 2020, the DBM shall publish in its official website and social media platform the following post-award information:

- a) Project name;**
- b) Approved budget for the contract;**
- c) Contract period;**
- d) Name of the winning bidder and its official business address;**
- e) Amount of contract awarded;**
- f) Date of Award and Acceptance;**
- g) Implementing office/unit/division/bureau of the concerned agency or instrumentality.**

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

Section VI. Schedule of Requirements

The delivery schedule stipulates hereafter the date of delivery to the project site.

Item	Description	Quantity/ Units*	Delivery Date
1	Submission of work plan, as detailed in Annex "A" (Detailed Technical Specifications).	as detailed in Annex "A" (Detailed Technical Specifications)	Within three (3) working days upon receipt of the Notice to Proceed
2	Maintenance Activities, as detailed in Annex "A" (Detailed Technical Specifications).		Within five (5) working days after approval of the work plan by the AS
3	Submission of Accomplishment Report, as detailed in Annex "A" (Detailed Technical Specifications)		Within 5 working days after the conduct of each maintenance activity
4	Technical Support, as detailed in Annex "A" (Detailed Technical Specifications).		Response time shall not be later than twenty-four (24) hours upon receipt of written/verbal notice from AS.

* The period for the performance of the obligations under the Contract shall not be beyond the validity of the corresponding appropriations for the Project.

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 Central Office are in good operational condition.

3. Qualifications of the Service Provider

3.1. Licenses/Certifications

3.1.1. The service provider is able to perform support and maintenance to elevators 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 Buildings II and Arcache.
- 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.

4.2.3 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.

4.2.4 In case of replacement, the Service Provider shall supply and deliver the following fastmoving parts, as approved by the AS:

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

Car

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

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

Shaft

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

4.2.5 Installation of any of the elevator parts mentioned in Item 4.2.4 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.

4.2.6 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.

4.3. 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:

- 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;
- Completed preventive maintenance checklist; and
- 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.

4.4. 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.

4.5. Service Standards and Condition

4.5.1. 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.

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

4.5.2.1. The cost of repair/replacement due to damages caused by its staff to the elevators or any DBM property while conducting its maintenance work.

4.5.2.2. 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.