Republic of the Philippines OVERSEAS WORKERS WELFARE ADMINISTRATION OWWA Center Bidg., F.B. Harrison St., Cor. 7th St., Pasay City Tel# 833-0113 Telefax# 833-1010

P.R. No. 2023-02-0015 DATE: 16-Feb-23

REQUEST FOR QUOTATION / PROPOSAL

COMPANY	Y NAME:					
ADDRESS	S OF COMPANY:					
o whom it	t may concern:					
me of deli	e quote your lowest price/s (taxes included) on the lot or item/s b ivery and submit your quotation using your company letterhead or dministration, Third Floor OWWA Center Building, 7th Street com ACRIZEL F. ESGUERRA Supply Officer	this form di	uly signed b	y your official repre y City not later than MARIAN GA	esentative to Overs	seas Workers 3, 10:00 a.m.
	TITLE/NAME:Proposal for Preventive Maintenance of Elevat entral Office, Pasay City and DevCen Intramuros, Manila for ti				DEALER'S/SU	PPLIER'S OFFER
ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET FOR CONTRACT (ABC)	UNIT COST (Vat inclusive)	TOTAL COST (Vat inclusive)
1.	Preventive Maintenance of Elevators for Ten (10) Months located at OWWA Central Office, Pasay City and DevCen Intramuros, Manila for the period of March 2023 to December 2023	1	lot	P 750,000.00		g rigory, r S
	Inclusive of:					
	2 units FUJI Elevator - 10 Floors					
	1 unit FUJI Elevator - 9 Floors					
	1 unit BLT Elevator - 4 Floors		-			
	(Please see attached Terms of Reference)					
	Additional Documentary Requirements must be submitted upon submission of offer:					
	PhilGEPS Certificate or PhilGEPS Registration Number Mayor's / Business Permit					
	Income / Business Tax Return Please take note that the Omnibus Sworn Statement shall be submitted					
	within 5 days upon acceptance of Notice of Award. Note: Bidders may also submit their bid proposal and supporting documents through email address: procurement@owwa.gov.ph					
Entries mi Bidders m Bidders m Bidders m All quotati Biders m Item/s del Cuoted pr Proposal/ Proposal/ Price quol Use of no The proposive items in the proposive items and the proposition in t	DONDITIONS ust be typewritten / if handwritten, it must be clear and legible; nust submit certificate of PHILGEPS Registration; nust submit necessary business permits (SEC, LGU, DTI, CDA, etc.); ioin can be submitted through the following means: a) in a SEALED ENVELOF idder's Company Name HILGEPS Reference No. roject Title/Name R No. livered must have warranties for unit replacements, parts, labor or other servic rices must be inclusive of taxes and shall not exceed the Approved Budget for /Quotation submitted without signature of the authorized signatory shall not be Bild modifications submitted beyond the scheduled deadline shall not be considered as final and unalterable; on-discretionary/non-discriminatory selection criteria as tie-breaking method in Bildder (LCRB) in accordance with GPPB Circular No. 06-2005; WA reserves the right to accept or reject any bid, to annul the bidding process, fer or bidders.	es; the Contract accepted; dered; case of two o	(ABC); or more bidde	rs determined and dec	lared as the Lowest C	alculated and
	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	CXXXXXXXXX	XXXXXXXXX	xxxxxxxxxxxxxx	xxxxxxxxxxxxx	XXXXXX
	DELIVERY: upon confirmation of NTP/Contract					
	TERMS OF PAYMENT: monthly billing					
	PRICE VALIDITY: 60 days from date of quotation/proposal					
	PRICE VALIDITY: 60 days from date of quotation/proposal				Company Name	

Company Name
Print Name and Signature of Authorized Representative
Designation
Company Tel./Fax/Mobile No.
Date

TECHNICAL SPECIFICATION AND REQUIREMENTS

Project Title

Preventive Maintenance for Ten (10) months of Elevator located at OWWA Central Office, Pasay City and Devcen, Intramuros, Manila inclusive of:

- 2 Units Fuji-Sino Elevator 10 floors
- 1 Unit Fuji-Sino Elevator 9 floors
- 1 Unit BLT (Rehabilitated to Fuji-Sino
- Operating System) Elevator 4th floors

Maintenance Service Coverage

1. The service under this contract shall consist of:

Monthly inspection, adjustment, and when necessary, lubricate and adjust all machinery, controllers, doors, locks, guide shoes, and safety appliances of the same. Regular inspection of hoisting and governor ropes, gearbox, guide rails, switches, and electrical wiring for elevator unit. This service shall include cleaning the machine room, the elevator car, the elevator pit, fans/blower, air-conditioning system, lighting, Audio system, CCTV, and others accessories related to the operation of the elevator. Adjustment of hosting and governor ropes if necessary. The service Contractor shall also supply all necessary parts and supplies for the elevators.

- 2. The replacements of spare parts shall be sourced from the authorized supplier or purchased preferably thru the service provider to guarantee supply and installation.
- In addition, the service provider shall furnish a replacement supply of the following, free of charge:
 - a. Lubrication oil and grease
 - b. WD 40 Lubricant
 - c. Contact Cleaner
 - d. Electric Tape
 - e. Sandpaper
 - f. Rugs
 - g. Gloves
- 4. To send at OWWA's request as soon as reasonably possible any time skilled and competent technician(s) of a service provider to attend to, investigate and report any breakdown or faulty operation of the Elevator, taking into consideration the following:
 - The proximity and accessibility of the Premises and the Elevator;
 - 4.2. Weather conditions; and
 - The safety of service provider technician(s) is not endangered because of attending to such breakdown or faulty operation.
- 5. In case of emergency, send as reasonably possible its skilled and competent technician(s) to take any action necessary to render the installation safe. The service provider will, in this connection, train specifically designated personnel of OWWA in the basic procedures of the manual release of trapped passengers.
- To carry out at manual intervals (or whenever reasonably required) a survey of the Elevator by a qualified service provider representative advising on any repair, alteration, or change which is beyond the scope of this Agreement.

	 To conduct annual load testing and to issue requisite annual certificates attestin the condition of the elevator/s installation signed and sealed by a professi mechanical engineer, for compliance purposes to acquire elevator operation perm 				
II. Period of Service Agreement	 This Agreement shall be for Ten (10) Months commencing on March 01, 2023, and en on December 31, 2023, and may be renewed upon mutual agreement of the parties her 				
	 In case of the expiration of this contract and neither party signifies his/their intentio terminate the same thirty (30) days before such expiration, it is understood that contract is renewed for the same period and under the same terms and conditions; increase shall be subject to OWWA's written approval. 				
	 Either party has the right to terminate this Agreement after giving thirty (30) days advantaged written notice with just cause to the other party. 				
III. Minimum	The Service Provider for Preventive Maintenance shall be authorized and/or accred				
Qualification of the	by the manufacturer and/or distributor of the Fuji-Sino elevator. It shall certify to undertafter-sales service and technical support including spare parts of the brand.				
Service Provider					
IV. Time of Servicing	All emergency inspection and repair services shall be done.				
	 All regular inspection and repair services shall be done every month on a regul hours working day of the service provider. 				
	 Twenty-four (24) Hours of emergency call-back service will be provided betw regular inspections should trouble to develop with the Elevator and OWWA will no the service provider at the earliest time possible. 				
IV. Responsibilities of the Owner	 The service provider may, at its discretion, assist OWWA in respect of the same u the request of OWWA subject to the payment by OWWA of an extra charge to reasonably determined by both parties. 				
	 OWWA shall be solely liable for all the licenses, dues or fees, or charges payable to government, national or local as OWWA and/ or user of the Elevator. 				
V. Default of both parties	 If OVERSEAS WORKERS WELFARE ADMINISTRATION fails to pay when due any of financial obligations under this Agreement or it breaches any provisions hereof, service provider has the option to UNILATERALLY: 				
	 a. Terminate this Agreement in its entirety, or b. Suspend maintenance of the Elevator until the obligations of OVERSEAS WORK WELFARE ADMINISTRATION have been fully paid. 				
	 Notwithstanding the termination of this Agreement due to the above-mention reason, OVERSEAS WORKERS WELFARE ADMINISTRATION shall remain liable to pay unpaid Service Fees, spare parts, materials, and other amounts due, plus interest penalty thereon, until such time that the said amounts have been fully paid OVERSEAS WORKERS WELFARE ADMINISTRATION. 				
	 If the service provider fails to conduct proper maintenance of the elevator OVERS WORKERS WELFARE ADMINISTRATION may terminate without the need to remaining services fees and/or unused terms. 				

VI. Miscellaneous Provisions	 The service provider shall notify OVERSEAS WORKERS WELFARE ADMINISTRATION the period within which the repairs or replacement must be carried out. OVERSE WORKERS WELFARE ADMINISTRATION shall allow the service provider to carry out su repair or replacement work during the period specified in such notice on a best-eff basis.
	 OVERSEAS WORKERS WELFARE ADMINISTRATION undertakes not to allow or perr any person not authorized by OVERSEAS WORKERS WELFARE ADMINISTRATION to any work on the Elevator during the effectiveness of this Agreement.
	 The service provider may remove such parts of the Elevator to its premises for test and/or replacement of parts, as the service provider considers necessary, with writt approval.
	 In the event of force majeure and acts of God, the parties may rescind this agreeme should they become unable to fulfill their responsibilities as outlined in this agreeme upon giving the other party thirty (30) days prior written notice thereof.
	In case of expropriation of force majeure referred to above, the parties here unconditionally relieve and release each other from all liability under this agreeme in connection with or arising out of such calamities, without prejudice to whatever resource each may have against the person or entity responsible for such fortuits event, if any, on account of the damage done or caused to its properties.
	To constitute a force majeure/fortuitous event, all of the following elements more concur: (a) the cause of unforeseen and unexpected occurrence or of the failure of the Party to comply with its obligations must be independent of the will of the Party, (be must be impossible to foresee the event that constitutes case forfuito or if it can foreseen, it must be foreseen, it must be impossible to avoid; (c) the occurrence must be such as to render impossible for the Party to fulfill its obligations in a norm manner, and (d) the Party must be free from any participation in the aggravation of the injury or loss.
	Notwithstanding the foregoing, force majeure shall include but is not limited to, acts God, acts of government, strikes, lockouts, riots, civil commotion, acts of we emergency, general chaos, inclement weather, landslides/landslips, earthquakes.
VII. Observance of Rules and Regulations	OVERSEAS WORKERS WELFARE ADMINISTRATION undertakes to obey and comply wall ordinances, regulations, by-laws, rules, and requirements of any government other competent authority relating to the Elevator and to indemnify the serv provider against any loss, damage, or liability that the service provider may incur a result of any breach thereof. If any modification is required to be made in respect any part of the Elevator as a result of a change in relevant laws, the cost thereof she borne by OVERSEAS WORKERS WELFARE ADMINISTRATION.
VIII. Amendments	No provision of this Agreement may be amended, changed, altered, or modified excelling writing and signed by the parties.
IX. Legal Action	In case of violation of any condition of this agreement by any party and legal action enforce its rights is instituted, it is mutually understood that the venue of any legaction shall be in the City of Pasay, Philippines and the offending party shall pattorney's fees, interests, damages and cost of a suit in addition to such claims imposed by the Court.

X. Approved Budget for the Contract

The Approved Budget for the Contract is Php 150,000.00 for a period of Ten (10) months (March 01, 2023, to December 31, 2023).

Prepared By:

JUAN M. PARCO JR.

Officer-in-Charge Engineeçing and General Services Division