

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

P.R. No. 2024-03-0034  
 DATE: 13-Mar-24

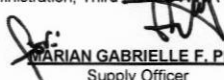
**REQUEST FOR QUOTATION / PROPOSAL**

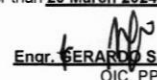
**COMPANY NAME:**

**ADDRESS OF COMPANY:**

To whom it may concern:

Please quote your lowest price/s (taxes included) on the lot or item/s below, subject to the General Conditions indicated herein, stating the shortest time of delivery and submit your quotation using your company letterhead or this form duly signed by your official representative to Overseas Workers Welfare Administration, Third Floor OWWA Center Building, 7th Street corner, FB Harrison, Pasay City not later than **20 March 2024 @ 10:00 a.m.**

  
**MARIAN GABRIELLE F. PIZARRA**  
 Supply Officer

  
**Engr. GERARDO S. GATCHALIAN**  
 OIC, PPMD

PROJECT TITLE/NAME: Proposal for One (1) Lot - Preventive Maintenance for Ten (10) Months of Elevator located at OWWA Central Office, Pasay City and DevCen, Intramuros, Manila					DEALER'S/SUPPLIER'S OFFER	
ITEM NO.	SPECIFICATIONS	QTY	UNIT	APPROVED BUDGET FOR CONTRACT (ABC)	UNIT COST (Vat inclusive)	TOTAL COST (Vat inclusive)
1.	Preventive Maintenance for Ten (10) Months of Elevator located at OWWA Central Office, Pasay City and DevCen, Intramuros, Manila for the period of March 01, 2024 to December 31, 2024	1	lot	P 986,000.00		
	<i>Inclusive of:</i>					
	2 units Fuji Elevator - Ten (10) floors					
	1 unit Fuji Elevator - Nine (9) floors					
	1 unit BLT Elevator - Four (4) floors					
	<i>(Note: Please see attached Terms of Reference)</i>					
	<i>Additional Documentary Requirements must be submitted upon submission of offer:</i>					
	1. PhilGEPS Certificate or PhilGEPS Registration Number					
	2. Mayor's / Business Permit					
	3. Income / Business Tax Return (latest)					
	<i>Please take note that the Omnibus Sworn Statement shall be submitted within 5 days upon acceptance of Notice of Award.</i>					
	<i>Note: Bidders may also submit their bid proposal and supporting documents through email address: procurement@owwa.gov.ph</i>					
<b>GENERAL CONDITIONS</b>						
1. Entries must be typewritten / if handwritten, it must be clear and legible; 2. Bidders must submit certificate of PHILGEPS Registration; 3. Bidders must submit necessary business permits (SEC, LGU, DTI, CDA, etc.); 4. All quotation can be submitted through the following means: a) in a <b>SEALED ENVELOPE</b> , or b) thru <b>ELECTRONIC MAIL</b> , or c) <b>FACSIMILE</b> . Label the envelope with the following: Bidder's Company Name PHILGEPS Reference No. Project Title/Name PR No. 5. Item/s delivered must have warranties for unit replacements, parts, labor or other services; 6. Quoted prices must be inclusive of taxes and shall not exceed the Approved Budget for the Contract (ABC); 7. Proposal/Quotation submitted without signature of the authorized signatory shall not be accepted; 8. Proposal/Bid modifications submitted beyond the scheduled deadline shall not be considered; 9. Price quoted/ submitted on the deadline shall be considered as final and unalterable; 10. Use of non-discretionary/non-discriminatory selection criteria as tie-breaking method in case of two or more bidders determined and declared as the Lowest Calculated and Responsive Bidder (LCRB) in accordance with GPPB Circular No. 06-2005; 11. The OWWA reserves the right to accept or reject any bid, to annul the bidding process, and to reject at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.						

**DELIVERY:** upon acceptance and receipt of Contract/NTP

**TERMS OF PAYMENT:** Month-to-month basis and only after the completion of maintenance, submission of report and a certificate of completion from the End-user

**PRICE VALIDITY:** 60 days from date of quotation/proposal

\_\_\_\_\_

**Company Name**

\_\_\_\_\_

**Print Name and Signature of Authorized Representative**

\_\_\_\_\_

**Designation**

\_\_\_\_\_

**Company Tel./Fax/Mobile No.**

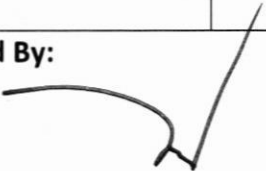



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**Date**

## TERMS OF REFERENCE

<p><b>Project Title</b></p>	<p>Preventive Maintenance for all elevators located at OWWA Central Office, Pasay City and Devcen, Intramuros, Manila inclusive of:</p> <p style="padding-left: 40px;"><i>2 Units Fuji Elevator – Ten (10) floors</i></p> <p style="padding-left: 40px;"><i>1 Unit Fuji Elevator – Nine (9) floors</i></p> <p style="padding-left: 40px;"><i>1 Unit Fuji Elevator – Four (4) floors</i></p>
<p><b>I. Maintenance Service Coverage</b></p>	<ol style="list-style-type: none"> <li>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, gear box, guide rails, switches and electrical wiring's for elevator unit. This service shall include cleaning of machine room and elevator pit. Adjustment of hosting and governor ropes if necessary. The service Contractor shall also supply all necessary parts and supplies for the elevators.</li> <li>2. <b><u>The replacements of spare parts shall be sourced from the authorized supplier or purchased preferably thru the service provider to guarantee supply and installation.</u></b></li> <li>3. In addition, the service provider shall furnish a replacement supply of the following, free of charge:             <ol style="list-style-type: none"> <li>a. Lubrication oil and grease</li> <li>b. WD 40 Lubricant</li> <li>c. Contact Cleaner</li> <li>d. Electric Tape</li> <li>e. Sandpaper</li> <li>f. Rugs</li> <li>g. Gloves</li> </ol> </li> <li>4. To send at OWWA's request as soon as reasonably possible any time skilled and competent technician(s) of service provider to attend to, investigate and report any breakdown or faulty operation of the Elevator, taking into consideration the following:             <ol style="list-style-type: none"> <li>4.1. The proximity and accessibility of the Premises and the Elevator;</li> <li>4.2. Weather condition; and</li> <li>4.3. The safety of service provider technician(s) not being endangered by reason of attending to such breakdown or faulty operation.</li> </ol> </li> <li>5. In case of emergency, to 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 manual released of trapped passengers.</li> <li>6. 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.</li> <li>7. To conduct annual load testing and to issue requisite annual certificates attesting to the condition of the elevator/s installation signed and sealed by a professional mechanical engineer, for the compliance purposes to acquire elevator operation permits.</li> </ol>
<p><b>II. Period of Service Agreement and Manner of Payment</b></p>	<p><b>Emergency Repair</b> shall be resorted to as the need arises and in the interest of the service and subject to the approval of the HOPE. The payment for such emergency repair shall be made after the completion of the repair and acceptance of the end-user.</p> <p><b>Preventive Maintenance:</b></p> <ol style="list-style-type: none"> <li>1. This Agreement shall be for a period of <u>Ten (10) Months</u> commencing on 01 March – 31 December 2024 and maybe renewed upon mutual agreement of the parties hereto.</li> <li>2. In case of the expiration of this contract and neither party signifies his/their intention to terminate the same thirty (30) days prior to such expiration, it is understood that the contract is renewed for the same period and under the same terms and conditions; any increase shall be subject to OWWA's written approval.</li> </ol>

	<ol style="list-style-type: none"> <li>3. Either party has the right to terminate this Agreement after giving thirty (30) days advance written notice with just cause to the other party.</li> <li>4. Preventive Maintenance shall be paid on a month-to-month basis and only after the completion of monthly maintenance and submission of report and a certificate completion from the end user.</li> </ol>
<b>III. Minimum Qualification of the Service Provider</b>	<b><u>The Service Provider for the Preventive Maintenance shall be authorized and/or accredited by the manufacturer and/or distributor of FUJISINO elevators. It shall certify to undertake after sales service and technical support including spare parts of the brand.</u></b>
<b>IV. Time of Servicing</b>	<ol style="list-style-type: none"> <li>1. All emergency inspection and repair services shall be done.</li> <li>2. All regular inspection and repair services shall be done every month in a regular 8 hours working day of the service provider. If overtime becomes necessary, the prevailing minimum wage overtime rates per technician shall be applied and paid by OWWA as additional service fee.</li> <li>3. Twenty-four (24) Hours emergency call-back service will be provided between regular inspections should trouble develop with the Elevator and OWWA will notify the service provider at the earliest time possible.</li> </ol>
<b>IV. Responsibilities of the Owner</b>	<ol style="list-style-type: none"> <li>1. The service provider may, at its discretion, render assistance to OWWA in respect of the same upon the request of OWWA subject to the payment by OWWA of an extra charge to be reasonably determined by both parties.</li> <li>2. OWWA shall be solely liable for all the licenses, dues or fees or charges payable to the government, national or local as OWWA and/ or user of the Elevator.</li> </ol>
<b>V. Default of both parties</b>	<ol style="list-style-type: none"> <li>1. In the event that OVERSEAS WORKERS WELFARE ADMINISTRATION fails to pay when due any of its financial obligations under this Agreement or it breaches any provisions hereof, the service provider has the option to UNILATERALLY: <ol style="list-style-type: none"> <li>a. Terminate this Agreement in its entirety, or</li> <li>b. Suspend maintenance of the Elevator until such time as the obligations OVERSEAS WORKERS WELFARE ADMINISTRATION have been fully paid.</li> </ol> </li> <li>2. Notwithstanding the termination of this Agreement due to the above-mentioned reason, OVERSEAS WORKERS WELFARE ADMINISTRATION shall remain liable to pay the unpaid Service Fees, spare parts, materials and other amounts due, plus interest and penalty thereon, until such time that the said amounts have been fully paid by OVERSEAS WORKERS WELFARE ADMINISTRATION.</li> <li>3. In the event that the service provider fails to conduct proper maintenance of the elevator OVERSEAS WORKERS WELFARE ADMINISTRATION may terminate without the need to pay remaining services fees and/or unused term.</li> </ol>
<b>VI. Miscellaneous Provisions</b>	<ol style="list-style-type: none"> <li>1. The service provider shall notify OVERSEAS WORKERS WELFARE ADMINISTRATION the period within which the repairs or replacement must be carried out. OVERSEAS WORKERS WELFARE ADMINISTRATION shall allow the service provider to carry out such repair or replacement work during the period specified in such notice on a best effort basis.</li> <li>2. OVERSEAS WORKERS WELFARE ADMINISTRATION undertakes not to allow or permit any person not authorized by OVERSEAS WORKERS WELFARE ADMINISTRATION to do any work on the Elevator during the effectiveness of this Agreement.</li> <li>3. The service provider may remove such parts of the Elevator to its premises for testing and/or replacement of parts, as the service provider considers necessary, with the written approval of.</li> <li>4. In the event of force majeure and acts of God, the parties may rescind this agreement should they become unable to fulfill their responsibilities as set forth in this agreement, upon giving the other party thirty (30) days prior written notice thereof.</li> </ol> <p>In case of expropriation of force majeure referred to above, the parties hereby unconditionally relieve and release each other from any and all liability under this</p>

	<p>agreement, 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 fortuitous event, if any, on account of damage done or caused to its properties.</p> <p>To constitute force majeure/fortuitous event, all of the following elements must concur:</p> <p>(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;</p> <p>(b) it must be impossible to foresee the event that constitutes caso fortuito or, if it can be foreseen, it must be foreseen, it must be impossible to avoid;</p> <p>(c) (c) the occurrence must be such as to render impossible for the Party to fulfill its obligations in a normal manner, and</p> <p>(d) The Party must be free from any participation in the aggravation of the injury or loss.</p> <p>Notwithstanding the foregoing, force majeure shall include but is not limited to, acts of God, acts of government, strikes, lock outs, riots, civil commotion, acts of war, emergency, general chaos, inclement weather, landslides/landslips, earthquakes.</p>	
<p><b>VII. Observance of Rules and Regulations</b></p>	<p>OVERSEAS WORKERS WELFARE ADMINISTRATION undertakes to obey and comply with all ordinances, regulations, by-laws, rules and requirement of any government or other competent authority relating to the Elevator and to indemnify the service provider against any lost, damage or liability that the service provider may incur as a result of any breach thereof. If any modification is required to be made in respect of any part of the Elevator as a result of a change in relevant laws, the cost thereof shall be borne by OVERSEAS WORKERS WELFARE ADMINISTRATION.</p>	
<p><b>VIII. Amendments</b></p>	<p>No provision of this Agreement maybe amended, changed, altered or modified except in writing and signed by the parties.</p>	
<p><b>IX. Legal Action</b></p>	<p>In case of violation of any condition of this agreement by any party and legal action to enforce its rights in instituted, it is mutually understood that the venue of any legal action shall be in the City of Pasay, Philippines and the offending party shall pay attorney's fees, interests, damages and cost of suit in addition to such claims as imposed by the Court.</p>	
<p><b>X. Approved Budget for the Contract</b></p>	<p>The Approved Budget for the Contract is <b><u>Nine Hundred Eighty-six Thousand Pesos (Php 986,000.00)</u></b> for a period of Ten (10) months (01 March to 31 December 2024)</p>	
<p><b>Prepared By:</b></p>  <p><b>JUAN M. PARCO JR.</b> Officer-in-Charge Engineering and General Services Division</p>	<p><b>Recommending Approval:</b></p>  <p><b>EMMA V. SINCLAIR</b> Deputy Administrator Administration and Fund Management</p>	<p><b>Certified Funds Available:</b></p>  <p><b>MA. GIEZL T. LANUZA</b> Officer-in-Charge Accounting Division</p>
<p><b>Approved:</b></p>  <p><b>ARNALDO A. IGNACIO</b> Administrator</p> <p style="text-align: right;">Amount: ₱ 986,000.00 (March 01- blamber 31, 2024)</p>		