

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

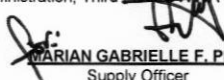
REQUEST FOR QUOTATION / PROPOSAL

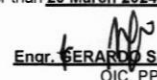
COMPANY NAME:

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>					
GENERAL CONDITIONS						
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 SEALED ENVELOPE, or b) thru ELECTRONIC MAIL, or c) FACSIMILE. 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.

Date

TERMS OF REFERENCE

Project Title	<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>
I. Maintenance Service Coverage	<ol style="list-style-type: none"> 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. 2. <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> 3. In addition, the service provider shall furnish a replacement supply of the following, free of charge: <ol style="list-style-type: none"> 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 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"> 4.1. The proximity and accessibility of the Premises and the Elevator; 4.2. Weather condition; and 4.3. The safety of service provider technician(s) not being endangered by reason of attending to such breakdown or faulty operation. 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. 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. 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.
II. Period of Service Agreement and Manner of Payment	<p>Emergency Repair 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>Preventive Maintenance:</p> <ol style="list-style-type: none"> 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. 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.