



REQUEST FOR QUOTATION

Date: February 9, 2021
RFQ No. TSD-MSD-2020-12-001

(Company Name & Address)

Sir/Madam:

The **Philippine International Convention Center**, through its Bids and Awards Committee, intends to procure **ONE (1)-YEAR CONTRACT FOR THE MONTHLY PREVENTIVE MAINTENANCE SERVICE OF EIGHTEEN (18) UNITS MITSUBISHI ESCALATORS AND FOUR (4) UNITS MITSUBISHI ELEVATORS**, with an **Approved Budget for Contract (ABC) of One Million Three Hundred Forty Thousand Two Hundred Fifteen Pesos and Eighty Centavos (₱ 1,340,215.80)**, VAT Inclusive, which will be undertaken in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your **best offer** for the service/s described herein, subject to the Terms of Reference provided for this RFQ. Submit your quotation/offer duly signed by you or your duly authorized representative not later than **2:00 p.m. of February 17, 2021**. A copy of the following are required to be submitted along with your quotation/offer:

- a. **2021 Mayor's Permit;**
- b. **BIR Registration Certificate;**
- c. **PhilGEPS Registration Number;**
- d. **Omnibus Sworn Statement. (To be submitted by the lowest complying and responsive offeror prior to issuance of Notice of Award to the winning bidder/supplier);**
- e. **Certificate of Ocular Inspection indicating that the participating offeror has conducted ocular inspection of the elevator and escalator units; and**
- f. **Certification issued by equipment manufacturer on exclusivity of distributorship and equipment servicing of Mitsubishi elevator and escalators in the Philippines.**

Open quotations may be submitted manually or through facsimile or email at the address and contact numbers indicated below.

For any clarifications, you may contact **Ms. Cathy D. Esteban** at telephone no. **(02) 8789-4761** or email address at cdesteban@picc.gov.ph.


KRISTINE ANGELICA E. AGUJO
OIC, Procurement Unit/BAC

TERMS OF REFERENCE

I. PROJECT TITLE:

One (1)-Year Contract for the Monthly Preventive Maintenance Service of Eighteen (18) Units Mitsubishi Escalators and Four Units Mitsubishi Elevators

II. APPROVED BUDGET FOR CONTRACT (ABC):

One Million Three Hundred Forty Thousand Two Hundred Fifteen Pesos and Eighty Centavos (₱ 1,340,215.80), VAT Inclusive

III. SCOPE OF WORKS AND SPECIFICATIONS:

Supply of labor, materials, tools and instruments for the monthly preventive maintenance service of PICC' eighteen (18) units Mitsubishi escalators and four (4) unit Mitsubishi passenger and service/freight elevators for a period of one (1) year to include, but not limited to the following:

MONTHLY SPECIFIC ACTIVITIES:

1. Conduct check – up and evaluation of the following escalators and elevator, their mechanical and electrical controls, and accessories once a month:

ELEVATOR AND ESCALATOR SPECIFICATIONS:

1.1. TWO (2) UNITS MITSUBISHI PASSENGER ELEVATORS (DELEGATION)

Unit No. :	# 1 & #2
Control System:	VFEL RM (GP3WC1)
Operation System:	2C-SAI - 22
Capacity:	1,600kg
Speed:	90 Meters per minute (mpm)
No. of Stops/Opening:	Five (5) s/o

1.2. ONE (1) UNIT MITSUBISHI SERVICE ELEVATOR (DELEGATION)

Unit No.:	#3
Control System:	VFEL RM (GP3WC1)
Operation System:	IC – 2BC
Capacity:	1,600kg.
Speed:	90 mpm
No. of Stops/Opening:	Five (5) s/o

1.3. ONE (1) UNIT MITSUBISHI SERVICE ELEVATOR (SECRETARIAT)

Unit No.:	#4
Control System:	VFEL RM (GP3WC1)
Operation System:	IC - 2BC

Capacity: 1,600kg
Speed: 90 mpm
No. of Stops/Openings: Three (3) s/o

1.4. TWO (2) UNITS MITSUBISHI ESCALATOR (SECRETARIAT)

Unit No.: #A1 & #A2
Type: 800 KP
Rise: 4.0 meters
Control System: AC-Single speed
Capacity: 5500 persons/hour
Speed: 30 mpm

1.5. TWO (2) UNITS MITSUBISHI ESCALATOR (SECRETARIAT)

Unit No.: #A3 & #A4
Type: 800 KP
Rise: 4.0 meters
Control System: AC-Single speed
Capacity: 5500 persons/hour
Speed: 30 mpm

1.6. TWO (2) UNITS MITSUBISHI ESCALATOR (PLENARY)

Unit No.: #A5 & #A6
Type: 800 KP
Rise: 4.0 meters
Control System: AC-Single speed
Capacity: 5500 persons/hour
Speed: 30mpm

1.7. TWELVE (12) UNITS MITSUBISHI ESCALATOR (DELEGATION)

Unit No.: #A9,#B1-#B5
Type: 1200 KP
Rise: 4.0 meters
Control System: AC-Single speed
Capacity: 9000 persons/hour
Speed: 30 mpm

2. Conduct cleaning and adjustment or calibration of all units' motors, controls, safety devices, and other parts using appropriate materials supplied by the contractor.
3. Conduct lubrication – greasing and oiling – of all units' bearings, rollers and moving mechanical components, joints and accessories with contractor's supplied grease and lubrication oil.
4. Conduct trouble shooting and minor repair of said equipment and their controls, safety devices and accessories. Contractor must have service items such as printed circuit boards and other control accessories for easy/fast

trouble shooting and as temporary replacement of defective parts to ensure proper and continuous operation of equipment especially during big local/international events at the PICC. Said service item/s will be pulled-out by the Contractor when the new replacement part/s is then procured by PICC for installation by the Preventive Maintenance Contractor.

5. Change oil of the equipment if necessary.
6. Supply materials such rugs for cleaning, grease, lubrication oil, service light bulbs and other miscellaneous materials necessary for proper service maintenance.
7. Submit evaluation/status report and recommendation signed by the Service Manager and/ or Service Supervisor, as well as field service report signed by servicing personnel.

ANNUAL BASIS:

Change gear oil on an annual or semi-annual basis or as the need arises using gear oil supplied by the Contractor.

IV. SCHEDULE OF REQUIREMENT:

The contract shall be for a period of twenty-two (22) months period from March 1, 2021 to December 31, 2022.

V. PERFORMANCE BOND:

Within ten (10) calendar days from receipt of the Notice of Award, but in no case later than the signing of the contract by both parties, the successful bidder shall furnish the performance security in any of the following forms:

- a. Cash or Cashier's check/Manager's check or Bank draft/guarantee issued by a Universal or Commercial Bank in the amount which is equivalent to five percent (5%) of the contract price.
- b. Surety bond, callable upon demand, in the amount which is equivalent to thirty percent (30%) of the Contract Price issued by a surety or insurance company duly certified by the Office of the Insurance Commission as authorized to issue such security.

VI. TERMS OF PAYMENT:

For and in consideration of the above services, PICC shall pay the Contractor the actual contract amount within the approved budget of ₱1,340,215.80 for one (1) year or ₱111,684.65 on per month basis for one (1) year period, inclusive of E-VAT. Subject to the usual government auditing and accounting rules and regulations, payments shall be made on a monthly basis and payable on the next service month within two to four weeks after presentation of the billing and submission of the required report to the Technical Services Department's (TSD)

Mechanical Services Division of PICC, which shall issue a Certification of Acceptance and Full Satisfaction on Services delivered by the Contractor.

The Contractor agrees that if any of the regular eighteen (18) units Mitsubishi Escalators and four (4) unit Mitsubishi Passenger and Service Elevators serving Delegation Building and Secretariat Building are under service warranty and/or shut down by PICC for a valid cause and no service maintenance is rendered within one (1) month calendar period, PICC shall deduct:

1. FOUR THOUSAND EIGHT HUNDRED EIGHTY-TWO and 50/100 PESOS (₱4,882.50) per month for each of the eighteen (18) escalators;
2. SIX THOUSAND SEVENTY-FOUR PESOS (P6,074.00) per month for each of the three (3) elevators serving Delegation Building;
3. FIVE THOUSAND FIVE HUNDRED SEVENTY-SEVEN and 60/100 PESOS (₱5,577.60) per month for one (1) unit elevator serving Main Kitchen and Secretariat Building,

or any agreed amount based on offered contract price whichever is appropriate, from the original contract amount for every shutdown and for each un-serviced escalator/elevator per month: Provided, that PICC shall inform the Contractor in advance should any escalator/elevator would be shut down due to safety concerns and/ or closing/restricting of the area being served and maintenance services would not be allowed.

The Contractor agrees that there shall be no price increase of the contract amount for the duration of this Contract.

VII. OTHER CONDITIONS OF THE CONTRACT:

1. The Contractor must be in business for the marketing/sales, installation, repair, operation and maintenance of Mitsubishi elevators and escalators in the Philippines for the past ten (10) years.
2. The Contractor must be an exclusive/authorized distributor and service contractor of Mitsubishi elevators and escalators in the Philippines
3. The Contractor shall perform the above-mentioned detailed maintenance services on eighteen (18) units Mitsubishi Escalators, two (2) units Mitsubishi passenger and one (1) unit service/freight elevators serving Delegation Building and one (1) unit service/freight elevator serving Main Kitchen and Secretariat Building as described above on monthly basis (once a month preventive service) for a period of one (1) year.

4. The Contractor shall closely coordinate with the Mechanical Services Division/Project-in-Charge or his representative any maintenance activities to be undertaken.
5. The Contractor shall undertake regular maintenance service during the regular working hours within regular working days in accordance with government existing regulations. Any overtime service necessary to maintain quality maintenance service shall be free of charge or for the account of the contractor.
6. The Contractor shall provide the following minor materials and parts necessary for the operation and maintenance activities:

ELEVATOR PARTS

- | | |
|-----------------------|--------------------------|
| a. Finger Contact | h. Indicator Bulbs |
| b. Stationary Contact | i. Fluorescent Starter |
| c. Heart Contact | j. Door Guide Shoe |
| d. Contact Support | k. Signal Lamps |
| e. Relay Shunt | l. Door Cable |
| f. Relay Spring | m. Moving Contact Holder |
| g. Fuse Link | n. Arc Shield . |

ESCALATOR PARTS

- | | |
|---------------------------|------------------------|
| a. Relay Spring | h. Connectors |
| b. Relay Shunts | i. Terminal Lugs |
| c. Relay Contact | j. Oil Pan |
| d. Carbon Contacts | k. Fluorescent Ballast |
| e. Fluorescent Starters | l. Screws and Bolts |
| f. Carbon Contact Holders | |
| g. Fuses | |

6. The Contractor shall also provide miscellaneous materials such as rugs for cleaning, grease, lubrication oil, service light bulbs and other miscellaneous materials necessary for proper maintenance. Contractor shall also provide Personal Protective Equipment (PPE) such as face mask/shield and hand gloves for its assigned maintenance personnel.
7. If the required major materials and parts are not available on stock, the Contractor shall submit a price quotation to PICC for approval and procurement.
8. The Contractor shall provide emergency service (check-up and troubleshooting) on on-call basis within 24 hours after receipt of call free of charge.
9. The Contractor upon the request of the PICC or its authorized Technical/Mechanical services representative, shall provide stand-by service personnel for fast and immediate troubleshooting/restoration of escalator

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and elevator minor defect/s to ensure safe, proper and continuous operation of said equipment during big local and/or international events. The rate of the stand-by technician and/or repair serviceman shall be based from Contractor's manpower costing rate per technician per hour as part of the contract.

10. The Contractor shall provide PICC a detailed report of each inspection and or check-up of each unit listed above. The report shall include voltage and current log readings taken during inspection, condition of equipment, and recommendation on proper operation and maintenance and repair work.
11. The Contractor, upon request and proper authorization of PICC, shall provide additional services not included in the above scope of works. The services rendered shall be billed separately by the former to the latter.
12. The Contractor, within the first thirty (30) days of implementation of this Contract, shall conduct inspection of the equipment, together with the Assistant Director of Mechanical Services Division or his authorized representative, to determine components and auxiliaries for repair and replacement, and submit recommendation for action of PICC.
13. The Contractor shall submit detailed preventive maintenance program to PICC' Mechanical Services Division for the Mitsubishi elevators and escalators on the first quarter period and implement the same in accordance with PICC approved schedule so as not to hamper any event activities and the flow of human traffic.
14. No part of the services to be provided under the Contract may be sub-contracted and no obligation or duty arising therefrom may be transferred or assigned, without the prior approval of, and upon terms acceptable to, PICC.
15. The Contractor shall ensure that its assigned personnel and/or representatives shall comply with, and submit themselves to, the rules and regulations of the PICC on security, sanitation, environmental compliance, safety and health/Covid-19 protocols and other regulations. A RT-PCR test certification of negative result in Covid-19 infection of each assigned personnel shall be submitted.
16. The Contractor's personnel to be assigned at PICC shall have no employee-employer relationship with PICC. The Contractor shall hold PICC and its personnel free from any suit or liability whatsoever arising from any demand or claims for personal injury, wages and other employee benefits, and other claims for damages including death of its personnel and third parties in connection with the performance by the Contractor or its personnel of their duties under the Contract.



17. The Contractor agrees that non-performance of any of the specific works, and non-compliance to all the conditions specified herein are considered breach of contract.

VIII. GENERAL CONDITIONS OF THE CONTRACT:

1. All prices quoted herein are valid, binding and effective for One Hundred Twenty (120) calendar days from date of quotation.
2. The Contractor shall be responsible for the source(s) of his services/equipment and shall make deliveries in accordance with schedule, quality and specifications. Failure by the AWARDEE to comply with the same shall be ground for cancellation of the award.
3. The Contractor shall pick up RS and NTP issued in his favor within three (3) days after receipt of notice to that effect. A telephone call, fax transmission or email shall constitute an official notice to the AWARDEE. Thereafter, if the RS remain unclaimed, the said RS shall be sent by messengerial service to the AWARDEE at the latter's expense. To avoid delay in the service of the requesting agency's requirement, all DEFAULTING AWARDEES shall be precluded from proposing or submitting a substitute sample.
4. Subject to the provisions of the preceding paragraph, where AWARDEE has accepted a NTP but fails to deliver the services within the time called for in the same order, he shall be extended a maximum of fifteen (15) calendar days under liquidated damages to make good his services. Thereafter if AWARDEE has not completed delivery of services within the extended period, the subject RS & NTP shall be cancelled and the award for the undelivered balance withdrawn from that AWARDEE. The PICC-BAC shall then purchase the required services from such other source(s) as it may determine, with the difference in price to be charged against the DEFAULTING AWARDEE. Refusal by the DEFAULTING AWARDEE to shoulder the price difference shall be ground for his disqualification from future bids of the same or all items, without prejudice to the imposition of other sanctions as prescribed under RA 9184 and its IRR-A.
5. All services by the contractor shall be subject to inspection and acceptance by the PICC.
6. A penalty of one tenth (1/10) of one percent (1%) of the total value of services/works shall be deducted for each day of delay including Sundays and holidays in the delivery of the services.
7. All transactions are subject to withholding of creditable Value Added Tax (VAT) per Revenue Regulation No. 10-93.

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Date:

RFQ No. TSD-MSD-2020-12-001

**TO: PHILIPPINE INTERNATIONAL CONVENTION CENTER
ROXAS BLVD., 1307 PASAY CITY**

Sir/Madam:

After having carefully read and accepted the Terms of Reference, I/we submit our documentary requirements and quotation/offer as follows:

DESCRIPTION	AMOUNT
One (1)-Year Contract for the Monthly Preventive Maintenance Service of Eighteen (18) Units Mitsubishi Escalators and Four Units Mitsubishi Elevators	₱ _____ VAT Inclusive

We undertake, if our quotation is accepted, to deliver the services in accordance with the delivery schedule specified in the Schedule of Requirements.

We acknowledge that PICC reserves the right to accept or reject any and all others, annul the procurement process, and refuse to make an award, without thereby incurring any liability to the affected offerors.

Signature over Printed Name

Position/Designation

Name of Company: _____

Address: _____

Office Telephone No./s: _____ Fax No: _____

Email Address/es: _____ Mobile No.: _____