

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Regional Office III
Government Centre, Maimpis, City of San Fernando (P)

REQUEST FOR QUOTATION

RFQ No.	RFQ-2025-03-0119
PR No.	2025-03-116
Mode of Procurement	NP-53.9 Small Value Procurement

*Company Name: _____
*Company Address: _____
*Contact Person: _____
*Contact No.: _____
*Email Address: _____
*PhilGeps Reg. No.: _____

***REQUIRED. To avoid bid disqualification, please fill out all the items accordingly. Indicate "N/A" if not applicable. Thank you!**

*Title of the Project: PROCUREMENT OF SERVICE PROVIDER FOR PREVENTIVE MAINTENANCE OF ELEVATOR IN SWAD AURORA CY 2025

Sir/Madam:

Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in **Annex A**. Failure to indicate information could be basis for non-compliance.

Pursuant to Appendix "A" of Annex "H" of the 2016 Revised IRR of Republic Act No. 9184, interested bidders **MUST** submit the following requirements along with their bid.

NP-Small Value Procurement

Legal and Technical Requirements

- Philgeps Registration Number (Red Membership) or Philgeps **Platinum** Certificate;
- Valid Mayor's Permit;

For methods of procurement requiring **Mayor's Permit and Philgeps Registration Number, Philgeps Platinum Membership with the current and updated Annex 'A'** may be submitted in lieu of the said documents.

- Valid PCAB License;
- If applicable, Special PCAB License in case of Joint Ventures;
- Notarized Special Power of Attorney (SPA) / Secretary Certificate for Authorized Representative;
- Latest Income/Business Tax Return (**for ABCs 500k and above**);
- Unnotarized Omnibus Sworn Statement (**for ABCs above 50k**);

If awarded, kindly submit the notarized **Omnibus Sworn Statement** within 1 day upon receipt of the Notice of Award.

Financial Requirements

- Original of duly signed Bid Prices in the Bill of Quantities;
- Duly accomplished Detailed Estimates Form, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid; and
- Cash Flow by Quarter.

Additional Requirements

- Organizational Chart for the contract to be bid;
- List of contractor's key personnel (e.g., Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data;
- List of contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be; and
- If awarded, kindly submit the **BIR Registration Certificate** within 1 day upon receipt of the Notice of Award.

Pursuant to Item III of Annex "H" of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184, Documentary Requirements for Alternative Methods of Procurement, *Procuring Entities maintaining an updated file of any of the bidder's above-mentioned requirements, whether through the PhilGEPS Certificate of Registration and Membership or its own records, may no longer required its re-submission.*

Service providers who have already uploaded their current and updated Legal and Technical Eligibility documents to the procurement portal via <https://tinyurl.com/fo3bacsite> (**Service Providers' Registration Page**) are encouraged to ensure the continued validity and accuracy of their submissions. As long as the uploaded documents remain valid and updated, there will be no need for resubmission for every procurement project you wish to participate in, ensuring a seamless and convenient process.

For service providers who have not yet uploaded their eligibility documents, you are hereby encouraged to upload your current and valid eligibility requirements through the same portal for your convenience in future procurement projects.

Failure to attach the required documents will result in the DISQUALIFICATION of your bid.

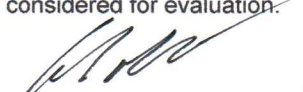

Please accomplish and submit this form together with Annex A and all the required documents to DSWD FO III - BAC Secretariat either in person or electronically under the following conditions:

SERVICE PROVIDERS' REGISTRATION	https://tinyurl.com/fo3bacsite Select the Menu – “ SERVICE PROVIDER REGISTRATION FORM ”
ELECTRONIC SUBMISSION	https://tinyurl.com/fo3bacsite in case of difficulty accessing the above link, you may access the alternate link: https://bit.ly/fo3bacsite Select the Menu – “ BID SUBMISSION ”
IN PERSON SUBMISSION	BAC Office (in front of Cash Releasing), DSWD Regional Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga
DEADLINE OF SUBMISSION	11:00AM March 31, 2025

INSTRUCTIONS TO BIDDERS

1. Accomplish this RFQ and Annex A correct and accurately.
2. Do not alter the contents of this form in any way.
3. All technical specifications are mandatory. Failure to comply with the given instructions for eligibility requirements will disqualify your quotation.
4. Do not submit to any official email addresses of the Procurement Section and Bids Awards Committee.
5. Bids must be in a **SINGLE FILE** and in **PDF FORMAT ONLY**

Quotations submitted to different email address(es) as stated above shall not be considered for evaluation.
Very truly yours,


ADRIAN D. MORALES
Procurement Section Chief 

Terms and Conditions:

1. Award shall be made on per: Item Basis Lot Basis
2. No negative feedback/derogatory record whatsoever and/or delay of delivery of Service Provider within Three (3) months hereof.
3. Quotation validity shall be: Sixty (60) Calendar days
4. Project shall be completed within: Please see attached Terms of Reference
5. Place of Project: SWAD Aurora, Barangay Bacong, San Luis, Aurora
6. Terms of Payment: Within Thirty (30) Calendar Days after completion of every PMS activity and upon submission of complete documents.

Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable-Advise to Debit Account).

Account Name: _____
Account Number: _____
Bank Name: _____
Branch: _____

*Note; Non-Land Bank of the Philippines accounts shall be charged a service fee to be shouldered by Service Provider.

7. Liquidated Damages/Penalty: In case of failure to make full delivery within the time specified above, amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.
8. For goods, please indicate brand, model and country or origin.
9. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
10. Please indicate Warranty (If applicable): _____
11. Alterations: Any interlineations, erasures or overwriting shall be valid only if they are signed by the supplier or any of its duly authorized representative(s).
12. NOTE: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph and register for free.


BIANCA C. SOLITA

PRMU Head 

(Signature over Printed Name)
Supplier

/Jal

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

NOTE: "Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph to register."

RFQ NO. 2025-03-0119
Date: _____

*Company Name: _____
*Company Address: _____
*Contact Person: _____
*PhilGEPS Reg. No.: _____

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	Statement of Compliance and Bidder's Specifications (Please fill out the detailed specifications in the space provided and/or write "COMPLY" if able to deliver)	UNIT COST	TOTAL COST
	2	MONTHS	DSWD FO III: Preventive Maintenance of Elevator in SWAD Aurora (2 Months) <i>Project Location: SWAD Aurora, Barangay Bacong, San Luis, Aurora</i> <i>(Please see attached Terms of Reference)</i> *nothing follows*			
Approved Budget for the Contract: PHP 51,274.68						

Please do not leave any blank items.

TOTAL OFFERED QUOTATION / BID

<p>In WORDS:</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>In FIGURES:</p> <p>PHP _____</p>
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PURPOSE: PROCUREMENT OF SERVICE PROVIDER FOR PREVENTIVE MAINTENANCE OF ELEVATOR IN SWAD AURORA CY 2025

PR No. : 2025-03-116

IMPORTANT: The winning bidder MUST SIGN the original copy of Purchase Order (P.O) at DSWD-Regional Office III, Procurement Section within 48 hours from its issuance. FAILURE to show up and sign the original P.O means that the bidder is not interested and will be a ground for suspension or blacklisting in DSWD's future biddings. Please carefully re-check your bid (i.e. price, technical specifications and delivery date.) DSWD Field Office III implements a "NO MODIFICATION and NO DELIVERY EXTENSION POLICY"

ADRIAN D. MORALES
PROCUREMENT SECTION CHIEF *AD*

SUPPLIER

TERMS OF REFERENCE

I. Project Information

- a. **Title:** DSWD FO III: Preventive Maintenance of Elevator in SWAD Aurora (2 months)
- b. **Duration:** The project commence upon receipt of the Job Order up to the completion of the schedule provided in this Terms of Reference
- c. **Project Location:** DSWD Field Office III SWAD Aurora, Barangay Bacong, San Luis, Aurora
- d. **Proponent:** Building and Grounds Management Section
- e. **Budgetary Requirement:** Fifty-One Thousand Two Hundred Seventy-Four Pesos and Sixty-Eight Centavos (₱ 51,274.68)
- f. **Fund Source:** SocPen

II. Rationale

Regular maintenance of the elevator at the Department of Social Welfare and Development (DSWD) Field Office III SWAD Aurora is a crucial initiative to ensure the safety, efficiency, and functionality of the office environment. The DSWD Field Office plays a vital role in implementing various programs, including the Social Pension for Indigent Senior Citizens (SocPen), which provides monthly financial assistance to financially disadvantaged senior citizens.

Ensuring a safe and operational elevator system is critical to the smooth functioning of the office, not only for employees but also for clients and visitors. Regular maintenance of the elevator will not only prevent unexpected breakdowns but will also contribute to the overall safety of the building. A well-maintained elevator system supports the daily operations of the office and helps safeguard the well-being of its occupants.

Moreover, implementing routine maintenance extends the lifespan of the elevator, reducing the likelihood of costly repairs or replacements in the future. This project ensures the reliability of the elevator and reduces long-term operational costs, enabling the office to allocate resources more effectively.

III. Objectives

1. To ensure the elevator is operational at all times.
2. To minimize the risk of accidents or injuries caused by faulty equipment.
3. To extend the lifespan of the elevator, avoiding costly repairs or replacements.

4. To guarantee that all employees, clients and visitors, can safely and easily navigate the building.

IV. Scope of Works

The following outlines the comprehensive scope of work for the regular maintenance of the elevator at the Department of Social Welfare and Development Field Office III. The scope covers both preventive maintenance and on-demand checking and repair services, ensuring the elevator operates safely, efficiently, and with minimal downtime.

Elevator Model: KONE - Passenger Type, Machine Roomless (MRL), 800kg capacity, 4stops

1. Routine Inspections

Frequency: Monthly for 2 months

1. Inspection of Elevator Car Interior

- A. Examine the car interior for damage on the wall, ceiling and handrails
- B. Examine the car operating panel and position indicators
- C. Check car lights and emergency lights
- D. Check and make sure that the door moves smoothly
- E. Operate the elevator going up and down, and check leveling accuracy
- F. Check and make sure door sensors operate properly

2. Inspection of Hall and Car Exterior

- A. Examine the hall buttons and hall operating panel
- B. Inspect the hall door panel and check clearances
- C. Examine and make sure elevator landing has no debris or obstructions
- D. Inspect and check fireman's switch, test if necessary

3. Inspection of Machine Room

- A. Inspect and remove any materials that are unrelated to the elevator
- B. Check all mechanical components for leaks, unusual vibration, or wear
- C. Inspect all electrical components for evidence of overheating, wear

4. Inspection of Elevator Car Top and Shaft

- A. Inspect and check maintenance/inspection station
- B. Inspect rollers, guide rails, and levelling devices
- C. Examine hoist way, travelling cable, and components
- D. Examine and make sure stop switch and car top box function properly
- E. Check oil level of oiler box, refill if necessary

5. Inspection of Elevator Pit

- A. Check if stop/limit switch and pit lights function properly
- B. Check pit for signs of water ponding and leaks
- C. Inspect buffers for corrosion, alignment, and attachment
- D. Inspect rollers, rails, safeties, and all visible components

2. On-Demand Checking and Repair Services

1. Respond to any elevator malfunctions or breakdowns.
2. The service provider shall arrive with the complete tools and materials needed for repair.
3. Identify the root cause of the issue (electrical failure, mechanical wear, etc.).
4. Perform necessary repairs with **free of labor** (e.g., replacing parts like cables, motors, switches, or circuit boards).
5. Provide a detailed report and price quotation in case in need of replacement or fix faulty components that are beyond repair.
6. Provide emergency repairs for instances of stuck passengers, power outages, or safety concerns.

2. Testing and Calibration

1. Full system test to ensure compliance with safety and quality standards.
2. Test all safety mechanisms, such as emergency brakes, overspeed governors, and door safety systems.
3. Check and calibrate the elevator's speed and leveling for optimal performance.

3. Documentation and Coordination

1. Coordinate with BGMS for the proper implementation schedule of the activities and the service provider must be willing to conduct maintenance during weekends if necessary.
2. Service Provider must ensure coordination with the security guards and fill up Service Provider request for entry.
3. The Service Provider must provide and attached **maintenance tag** before the activity.
4. Provide detailed reports of inspections, maintenance, and repairs performed.
5. Track maintenance schedules and keep a log of all maintenance activities.
6. Complete checklist provided by BGMS and include recommendations for any needed repairs or upgrades.
7. Provide a certificate of inspection, confirming the elevator is safe for use.

V. Detailed Estimate

1. Elevator Preventive Maintenance Service - ABC

- a. Monthly Cost for PMS: ₱ 25,637.34
- b. Duration: 2 months
- c. Total PMS Cost: ₱ 25,637.34 x 2 months = ₱ 51,274.68

VI. Project Description

This project aims to implement a two (2) months elevator maintenance program at the Department of Social Welfare and Development (DSWD) Field Office III SWAD Aurora to ensure the continuous, safe, and efficient operation of the elevator system. The maintenance will include regular inspections, cleaning, lubrication, and calibration of all mechanical and electrical components. This proactive approach will ensure consistent elevator performance, improving accessibility for staff and visitors, including vulnerable individuals such as Persons with Disabilities (PWDs), senior citizens, and pregnant employees.

VII. Project Duration and Schedule

The project will commence upon the confirmation of the Job Order and will be implemented monthly, covering two (2) months. The first activity must be completed within thirty (30) calendar days from the commencement of the project and the succeeding activity must be within the succeeding month from the First PMS activity. Failure to meet these deadlines will result in the service provider being subject to liquidated damages.

Particulars	Start of Duration	Deadline
First Month of PMS Activity	Upon Confirmation of Job Order	Thirty (30) Calendar Days from the commencement of the project
Second or Final Month of PMS Activity	Succeeding Month from the First Month PMS Activity	Last day of the Month

VIII. Terms of Payment

1. The Payment for rent shall be process after the completion of the project activities with the following required documents;
 - a. Billing Statement or Sales Invoice
 - b. Monthly Maintenance Reports
2. Payments shall be made within thirty (30) calendar days. The payment process will commence upon receipt of all required documents.
3. The Lessor must provide the Landbank account under their company's name. Failure to do so may result in delays in the processing of payments to accounts other than the designated Landbank account.
4. Payment shall be subject to applicable taxes, auditing, and accounting rules and regulations of DSWD relative to payment of procurement contracts.

IX. Accountabilities

1. The Service provider shall ensure that the scope of work is precisely rendered within the duration.
2. The Service Provider shall ensure the quality of work with a minimum of six (6) months service warranty.
3. The Service Provider shall exercise diligence in performing its services to ensure that no illness, accident, or damage will happen to any DSWD FO III employees, clients, or properties. The service provider shall assume full responsibility for any claims or liabilities arising from illness, accident, and/or damage due to its acts of omission and negligence.

X. Budgetary Requirement and Fund Source

Based on the stated presentation, it is highly recommended that this proposal be approved in the amount of ₱ 51,274.68 chargeable against _____ funds.

Submitted By:

CLEENTON P. CORONEL
OIC Chief, Building and
Grounds Management Section

Recommended as to purpose and necessity:

ALLAIN R. MALIT
OIC Chief, Administrative Division

Approved / Disapproved:

VENUS F. REBULDELA
Regional Director

For the Regional Director:

DIR. ARMONT C. PECINA
ARD for Operation
Officer-in-Charge