

Goods and Services

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

**REQUEST FOR QUOTATION**

RFQ No. 2025-03-004  
PR No. 2025-02-063  
Mode of Proc: NP-SVP

\*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 THE PREVENTIVE MAINTENANCE OF ELEVATOR IN ANNEX BUILDING 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. Also, furnish us with **descriptive brochures, catalogues, literatures and/or samples**, if applicable.

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.**

- 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.**

**Additional Requirements**

- If applicable, evidence supporting the specifications and compliance of the offered item/s must be submitted as part of your bid. Acceptable forms of evidence include, but are not limited to:
  - ✓ Manufacturer's sales literature or brochures;
  - ✓ Clear photos showing the brand, model, and specifications;
  - ✓ Website links with readable brand and detailed specifications;
  - ✓ Unconditional statements of specification and compliance issued by the manufacturer; and/or

- ✓ Samples or independent test data, as appropriate
- For Advocacy Materials, bidders must submit **EVIDENCE** such as but not limited to the following, in order to support its quotation:
  - a. Clear and actual copies of sample photo(s) of items being offered with measurements and dimensions;
  - b. Clear and actual copies of sample photo(s) of similar items from previous transactions, contracts or sales;
  - c. Whenever applicable, sample digital copy of design with required layout, kind of material and such other relevant specifications being offered.

If such evidence has not yet been submitted, you are hereby granted one (1) calendar day from the date of receipt of the BAC's notice to submit the required documentation via email to [quotation.fo3@dswd.gov.ph](mailto:quotation.fo3@dswd.gov.ph). Please note that failure to comply with this requirement within the prescribed period will result in the disqualification of your bid.

- If awarded, kindly submit the **BIR Registration Certificate** within 1 day upon receipt of the Notice of Award.
- If applicable, Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

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:

<b>SERVICE PROVIDERS' REGISTRATION</b>	<a href="https://tinyurl.com/fo3bacsite">https://tinyurl.com/fo3bacsite</a>  Select the Menu – “ <b>SERVICE PROVIDER REGISTRATION FORM</b> ”
<b>ELECTRONIC SUBMISSION</b>	<a href="https://tinyurl.com/fo3bacsite">https://tinyurl.com/fo3bacsite</a>  <u>in case of difficulty accessing the above link, you may access the alternate link:</u>  <a href="https://bit.ly/fo3bacsite">https://bit.ly/fo3bacsite</a>  Select the Menu – “ <b>BID SUBMISSION</b> ”
<b>IN PERSON SUBMISSION</b>	BAC Office (in front of Cash Releasing), DSWD Regional Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga
<b>DEADLINE OF SUBMISSION</b>	<b>10:00 AM March 11, 2025</b>

**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. Goods/Activity shall be delivered/conducted within: See Attached TOR
5. Place of Delivery/Activity: DSWD FIELD OFFICE III, MAIMPIS CITY OF SAN FERNANDO, PAMPANGA
6. Terms of Payment: Within Thirty (30) Calendar Days after every completion of scheduled monthly PMS activity and submission of required 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](http://www.philgeps.gov.ph) and register for free.

  
**BIANCA C. SOLITA**  
 \_\_\_\_\_  
 PPMU Head 

\_\_\_\_\_  
 (Signature over Printed Name)  
 Supplier

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](http://www.philgeps.gov.ph) to register."

RFQ NO. 2025-03-004  
Date: \_\_\_\_\_

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\*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
	9	months	DSWD FO III: Preventive Maintenance of Elevator in Annex Building Project Location: Government Center, Maimpis, City of San Fernando, Pampanga			
			<i>Parts for Replacement:</i>			
	6	pcs	ELEVATOR LIMIT SWITCH			
	2	pcs	ELEVATOR MAGNETIC CONTRACTOR <i>(Please see attached Terms of Reference)</i>			
			***NOTHING FOLLOWS***			
			Approved Budget for the Contract: PhP 202,518.76			

Please do not leave any blank items.

**TOTAL OFFERED QUOTATION / BID**

<p><b>In WORDS:</b></p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><b>In FIGURES:</b></p> <p>PHP _____</p>
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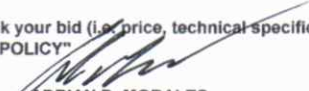
PURPOSE: PROCUREMENT OF SERVICE PROVIDER FOR THE PREVENTIVE MAINTENANCE OF ELEVATOR IN ANNEX BUILDING CY 2025

PR No. : 2025-02-063

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

\_\_\_\_\_  
SUPPLIER

## TERMS OF REFERENCE

### I. Project Information

- a. **Title:** DSWD FO III: Preventive Maintenance of Elevator in Annex Building
- b. **Duration:** Nine (9) months upon the receipt of the Job Order
- c. **Project Location:** DSWD Field Office III, Government Center, Maimpis, City of San Fernando, Pampanga
- d. **Proponent:** Building and Grounds Management Section
- e. **Budgetary Requirement:** Two Hundred Two Thousand Five Hundred Eighteen Pesos and Seventy-Six Centavos (₱ 202,518.76)
- f. **Fund Source:**

### II. Rationale

The proposal to conduct regular maintenance for the elevator at the Department of Social Welfare and Development Field Office III is a vital step in ensuring the efficiency and safety of the office environment. Regular maintenance not only minimizes the risk of breakdowns but also plays a significant role in extending the lifespan of the elevator, ultimately reducing the long-term costs of repair and replacement.

Elevators are essential for both staff and clients, particularly for vulnerable individuals like Persons with Disabilities (PWDs), pregnant employees, and senior citizens. Ensuring that the elevator is always in optimal condition is key to providing them with a seamless and accessible experience within the office, enhancing their overall well-being and productivity.

By prioritizing regular maintenance, the department can further demonstrate its commitment to social welfare, not just in terms of the services it provides but also in creating an environment where both employees and clients feel safe and valued. Regular maintenance would also allow the department to address any minor issues before they become costly or major problems.

### 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:** ELECOL PERFECT - Passenger Type, Machine Roomless (MRL), 800kg capacity, 4stops

### 1. Routine Inspections

**Frequency:** Monthly up to 9 months

#### Tasks Included:

#### 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

### Tasks Included:

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.

## 3. Testing and Calibration

### Tasks Included:

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.

## 4. Parts Replacement

### Tasks Included:

1. The following must be replaced within thirty (30) calendar days from the commencement date to wit;
  - a) Limit Switch - 6pcs
  - b) Magnetic Contactor - 2pcs

## 5. Documentation and Coordination

### Tasks Included:

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: ₱ 15,385.34
- b. Duration: 9 months
- c. Total PMS Cost: ₱ 15,385.34 x 9 months = **₱ 138,468.06**

### 2. Elevator Limit Switch - ABC

- a. Unit Cost: ₱ 4,786.45
- b. Quantity: 6 pcs
- c. Total Cost: ₱ 4,786.45 x 6 pcs = **₱ 28,718.70**

### 3. Elevator Magnetic Contactor - ABC

- a. Unit Cost: ₱ 17,666.00
- b. Quantity: 2 pcs
- c. Total Cost: ₱ 17,666.00 x 2 pcs = **₱ 35,332.00**

**Total ABC = ₱ 202,518.76**

X Do not include

## VI. Project Description

This project aims to implement a monthly elevator maintenance program at the Department of Social Welfare and Development (DSWD) Field Office III Annex Building 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. Additionally, the project will involve the replacement of the elevator's limit switches and contactors, critical components for the safe and smooth operation of the elevator. By addressing these parts regularly, the project will minimize breakdowns, extend the lifespan of the elevator, and reduce the risk of malfunctions or safety hazards. 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**

DESCRIPTION	Schedule of PMS
Limit Switch and Magnetic Contactor Replacement	Thirty (30) calendar days upon the commencement of the project
First (1 <sup>st</sup> ) Month to Ninth (9 <sup>th</sup> ) Month of PMS Activity	Every Third (3 <sup>rd</sup> ) Week of the month including weekends
If PMS Activity falls in December	First (1 <sup>st</sup> ) Week of the month including weekends

**Liquidated Damages Clause:** If the service provider fails to meet the scheduled deadlines for any monthly maintenance session, the provider will be subject to liquidated damages.

**VIII. Terms of Payment**

1. The Payment for this project shall be made with the following details to wit;

DESCRIPTION	BILLING	REQUIRED DOCUMENTS
Limit Switch and Magnetic Contactor Replacement	To be processed after the completion of the replacement of parts and the submission of the required documents on or before the Tenth (10 <sup>th</sup> ) day after the completion of the activity	Billing Statement or Sales Invoice and Delivery Receipt
Monthly PMS Activity	To be processed after the completion of the scheduled Monthly PMS Activity and the submission of the required documents on or before the Tenth (10 <sup>th</sup> ) day after the completion of the scheduled PMS	Billing Statement or Sales Invoice and Maintenance Reports

2. Payments shall be made within Thirty (30) calendar days upon receipt of all the required documents of the Building and Grounds Management Section. However, the service provider must expect delays in some cases of the government process

3. 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 ₱ 202,518.76 chargeable against Supper / Dr / Current funds.

Submitted By:

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

Recommended as to purpose and necessity:

  
MELAN R. MALIT  
OIC Chief, Administrative Division

Approved / Disapproved:

  
VENUS F. REBULDELA  
Regional Director

Digitally  
Signed by  
Bianco Maribel  
Malang

**X. Budgetary Requirement and Fund Source**

Based on the stated presentation, it is highly recommended that this proposal be approved in the amount of **₱ 202,518.76** chargeable against Socpen / Dtr / Cement funds.

**Submitted By:**

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

**Recommended as to purpose and necessity:**

  
**ALLAN R. MALIT**  
OIC Chief, Administrative Division

**Approved / Disapproved:**

**VENUS F. REBULDELA**  
Regional Director