



Date : November 8, 2023
Service Quotation No. **2023-11-0023**

Supplier : _____
By : _____
Tel. No.: _____
TIN No. : _____



Republic of the Philippines
DEPARTMENT OF FINANCE
Manila

REQUEST FOR QUOTATION

Date : _____
Service Quotation No. 2023-11-0023

Gentlemen :

Please quote your lowest price on the item listed below, subject to the General Conditions at the back hereof and submit your quotation duly signed by your representative in sealed envelope direct to the Bids and Awards Committee (BAC) or thru the authorized canvasser of this Department not later than _____ the time and date of the opening of the sealed quotation.


ALVIN P. DIAZ, Director IV
Central Administration Office

QUANTITY	UNIT	ARTICLE / MERCHANDISE / SPECIFICATION	UNIT PRICE	TOTAL
1	Lot	<p>Preventive Maintenance and Load Testing of Four (4) units Mitsubishi Elevators installed in the DOF Building for CY 2024</p> <p><i>**Please see attached Terms of Reference**</i></p> <p>Note: Please include the following required documents upon submission of your proposal for evaluation purposes:</p> <ol style="list-style-type: none">1. Mayor's/Business Permit2. PhilGEPS Registration Number3. Certificate of Sole Distributorship4. Income/Business Tax Return <p><i>(For CAO-GSD Use)</i></p> <p>Total</p>		

After having carefully read and accepted your General conditions, I/We quote you on the item at prices noted above and bind ourselves to deliver the above articles/merchandise within _____ calendar days from receipt of your valid Job Order (JO). The quotations are good up to 60CD.

Canvassed by:

Supplier :

By :

Tel. No.:

TIN No. :

GENERAL CONDITIONS

1. The bidders are required to submit brochures, literatures, pictures and technical data pertaining to the brand and model of the equipment being offered.
2. The quotation will not be considered unless it is properly signed by the bidder's authorized representative.
3. All prizes quoted herein are valid and binding for a period of sixty (60) days.
4. Bidder shall be responsible for the source of his equipment.
5. Subject to the provisions of the preceeding paragraph, where awardee has accepted a Job Order (JO) but fails to deliver the required products within the time called for in the same order, he must return the order accompanied by written explanations within the period of delivery of the merchandise. Thereafter, if the awardee has not completed delivery within the period, the subject JO shall be cancelled and the award shall be withdrawn from that supplier. The DOF shall then purchase the required item from such other sources as it may determine, with the price difference to be charged against the defaulting awardee.
6. The DOF reserves the right to reject any or all quotations, to waive any formality therein or to accept such quotations as may be considered most advantageous to the government.



Republic of the Philippines
DEPARTMENT OF FINANCE
Roxas Boulevard Corner Pablo Ocampo, Sr. Street
Manila 1004

PROJECT : Preventive Maintenance and Load Testing of Four (4) Units of Mitsubishi Elevators Installed in the DOF Building for CY 2024.

LOCATION : Department of Finance Building

TERMS OF REFERENCE

1. Overview

The Department of Finance has four (4) units of Mitsubishi Elevators installed in the DOF building, three (3) of which are utilized as passenger elevators and one (1) used as service elevator.

In the daily operation of the DOF, the elevators are used frequently by DOF officials, guests and employees. Therefore, relative to passenger safety, monthly checkup and maintenance must be conducted to ensure the functionality, reliability and prevent unnecessary shutdown of the elevators of which may cause higher repair cost and disruption of work.

In addition, Load Testing must be conducted to all elevators installed in the DOF Building in order for the DOF to secure the annual renewal of the elevators' Permit to Operate from the Department of Engineering and Public Works of the City of Manila.

2. Approved Budget

Php 551,200.00 (FIVE HUNDRED FIFTY ONE THOUSAND TWO HUNDRED PESOS)

3. Scope of Work

1. Provision of monthly services to include examining of elevators, cleaning and adjustment of all motors, control and safety devices, greasing and oiling of all bearings of equipment and its accessories;
2. Regular services shall be undertaken during regular hours within the regular working days.

3. In case of abnormal operation or elevator malfunction, the Contractor shall provide service technician/s within two (2) hours upon reported by the DOF through phone call or email to have the elevator in operation.
4. Greases and lubricants except for gear oil and hydraulic oil, other cleaning materials and elevator parts shall be at the Contractor's expense such as:
 - Finger Contact
 - Stationary Contact
 - Heart Shape Contact
 - Contact Support
 - Relay Shunt
 - Relay Spring
 - Fuse Link
 - Indicator Bulb
 - Fluorescent Starter
 - Door Guide Shoe
 - Signal Lamps
 - Moving Contact Holder
 - Arc Shield
 - Neon Lamp
 - Spring & C-Pins for SDE
 - Terminal Lugs in Control Panel
 - Door Interlock Spring Contact
 - Screws and Bolt
 - Service Light Bulbs
5. The Contractor shall not sub-contract or sought a third-party to perform repair works and replacement of parts of the elevators;
6. The Contractor shall provide all necessary labor and materials in order to conduct the load testing of the four (4) elevators installed in the DOF Building. The testing shall be performed on a set date not later than June 22, 2024 or the expiration of the elevators' Permit to Operate.
7. The Contractor shall submit quotation and require the approval of the DOF through the Head of the General Services Division or the Directors of the Central Administration Office before any replacement of parts will be undertaken including labor cost to be done in writing before the actual initiation of work.
8. The Contractor will not be liable for any delay of damage caused by force majeure including general strikes, war, civil commotions, earthquake and other natural calamities, shortage of materials and other similar causes beyond the control of the Contractor.

9. The work to be stipulated in the approved Job Order or Contract shall commence upon its receipt until December 31, 2024.

Conforme:

Signature above printed name

Position

Date