



Republic of the Philippines
Office of the President

PHILIPPINE SPORTS COMMISSION



REQUEST FOR QUOTATION

Date: May 21, 2025
P.R. No. ADMIN-2025-05-06-001

Name of Company: _____

Address: _____

Name of Store/ Shop: _____

Address: _____

TIN: _____

PhilGEPS Registration Number: _____

The **Philippine Sports Commission**, through its Bids and Awards Committee, intends to procure the **Preventive Maintenance Services of Four (4) Units Elevator and a Dumb Waiter for Rizal Memorial Sports Complex and Philsports Complex** accordance with **Section 53.9 Small Value Procurement** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your best offer for the item described herein, subject to the Terms and Conditions provided at the last page of this RFQ. Submit your quotation duly signed by you or your duly authorized representative **not later than May 24, 2025 at 5:00 PM.** A copy of the following documents is required to be submitted, directly to the Bids and Awards Committee Office located at Room 207, Administration Building, RMSC, P. Ocampo Sr. St., Malate Manila:

- A. PHILGEPS Registration or PHILGEPS Certificate
- B. Omnibus Sworn Statement (notarized)
- C. 2025 Mayor's/Business Permit
- D. ITR 2024

Quotations must be properly labeled with reference number on the project offered. In case the deadline falls on a non-working day, legal holiday, or special non-working holiday the deadline shall be on the next working day.

For any clarification, you may contact us at Telephone No. 8 523-9831 loc.143 or email address pscprocurement@yahoo.com, procurement@psc.gov.ph and copy bac@psc.gov.ph


DR. CHRISTOPHER B. GACUTAN
BAC Vice Chairperson
Bids and Awards Committee

INSTRUCTIONS:

- (1) Accomplish this RFQ correctly and accurately
- (2) Do not alter the contents of this form in any way.
- (3) All Technical Specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation/s for the item/s as follows:

TECHNICAL SPECIFICATIONS:	Statement of Compliance		
	YES	NO	REMARKS
PROJECT NAME: Preventive Maintenance Services of Four (4) Units Elevator and a Dumb Waiter for Rizal Memorial Sports Complex and Philsports Complex			
Monthly Preventive Maintenance of 4 Units Elevator and a Dumb Waiter for Rizal Memorial, Malate, Manila and Philsports Complex, Pasig City – 1 lot			
>Details of the Service Requirements is specified in the Terms of Reference which is hereto attached and made an integral part of the ABC			
>Service Period: 1 Year			
>Requirements: Provide Performance Security for 1 Year			
nothing follows			
Delivery Requirement:			
Subject to the Terms and Conditions of the Contract			

FINANCIAL OFFER:

Please quote your **best offer** for the items below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

Preventive Maintenance of Four (4) Units Elevator and DumbWaiter for Rizal Memorial Sports Complex and Philsports Complex			
Approved Budget for Contract	Quantity in lot (A)	Offered Price per lot (B)	Your Total Offered Quotation (A x B)
Seven Hundred Eighty Thousand Pesos (PhP 780,000.00)	1 lot		In Figures: _____

Total: Seven Hundred Eighty Thousand Pesos (PhP 780,000.00)	Total Offered Quotation	In Words: In Figures:
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TERMS AND CONDITIONS:

- 1) Bidders shall provide correct and accurate information required in this form.
- 2) Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
- 3) Price quotation/s, to be denominated in the Philippine Peso shall include all taxes, duties and/or levies payable.
- 4) Quotations exceeding the Approved Budget for the Contract shall be rejected.
- 5) Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
- 6) Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
- 7) The item/s shall be delivered according to the requirements specified in the Technical Specifications.
- 8) The PSC shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- 9) In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PSC shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
- 10) Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor or consultant.
- 11) Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PSC shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

E-Mail Address/es

TERMS OF REFERENCE (TOR) FOR THE PROCUREMENT OF PSC ELEVATOR PREVENTIVE MAINTENANCE SERVICES

APPROVED BUDGET FOR THE CONTRACT

The Philippine Sports Commission (PSC) shall offer a Request for Quotations to all prospective Service Providers for the procurement of Elevator Preventive Maintenance Services with an Approved Budget for the Contract (ABC) amounting to ***Seven Hundred Eighty Thousand Pesos Only (Php 780,000.00).***

OBJECTIVES

The Philippine Sports Commission desires to engage the services of an Elevator Preventive Maintenance Service Provider to provide COMPREHENSIVE PREVENTIVE MAINTENANCE AND REPAIR SERVICES for four (4) ELEVATOR UNITS and A DUMB WAITER at the Rizal Memorial Sports Complex, Malate Manila, and the Philsports Complex, Pasig City for one (1) year.

TERMS OF REFERENCE AND SCOPE OF WORKS

I. DESCRIPTION OF SERVICES

The Service Provider shall furnish technical services, tools, equipment, oils, and lubricants to perform the preventive maintenance services. The Service provider shall assign personnel/technician(s) under its supervision to do the Preventive Maintenance services required.

II. DESCRIPTION OF ELEVATOR

ONE (1) UNIT ELECOL PERFECT PASSENGER ELEVATOR

Location	Admin Building, Rizal Memorial Sports Complex, Malate Manila
Number of Elevators	One (1)
Capacity	800 kg
Number of stops	Four (4)
Service	Passenger

ONE (1) UNIT HYUNDAI PASSENGER ELEVATOR

Location	Medical Scientific Athletes Services Building, Rizal Memorial Sports Complex, Malate Manila
Number of Elevators	One (1)
Capacity	1000 kg
Number of stops	Four (4)

Service	Passenger
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TWO (2) UNITS OF XY FUJI PASSENGER ELEVATOR

Location	a) Medical Scientific Athletes Services Building and (b) Philsports Dining Hall, Philsports Complex, Pasig City
Number of Elevators	Two (2)
Capacity	(a) 630 kg and (b) 1150 kg
Number of stops	Three (3)
Service	Passenger

ONE (1) UNIT DUMB WAITER FOOD ELEVATOR

Location	Philsports Dining Hall, Philsports Complex, Pasig City
Number of Elevators	One (1)
Capacity	300 kg
Number of stops	Three (3)
Service	Food Elevator

III. GENERAL MAINTENANCE

A. Scope of Preventive Maintenance

1. The scope of the preventive maintenance program shall be comprehensive and shall include at a minimum:

- Adjustments
- Lubrication
- Repairs and replacements
- Insulation Resistance Test
- Load Bank Testing
- Cleaning
- Recordkeeping

The program should include, but not be limited to, maintaining the elevator to run at the rate speed and rated capacity, desired door open/ close timing of designated floor stops, required floor leveling parameters, and a built-in air circulation system.

Maintenance, repairs, or replacements shall have been performed only by a trained technician of the Service Provider.

Records- A complete log containing records of all maintenance, adjustments, repairs, and replacements performed on the elevator must be provided by the Service Provider.

The log must include the following:

- Dates
- Names of participating personnel
- Description of tasks performed, including tests and inspections, reports trouble calls, corrective action, recommendations, or any other incidents related to the elevator.

The manufacturers' data and drawings for the elevator equipment shall be accessible and maintained to reflect the current state of the equipment. Important data such as manufacturer names, part numbers, serial numbers, sizes, and types shall be readily accessible. Any pertinent service bulletins shall be kept, and checklists for the scheduled preventive maintenance tasks shall be developed and kept, ensuring that the tasks are performed.

Safety

- The following practices shall be observed, at a minimum during maintenance, inspection, or testing procedures:
- All safety devices must be in operational condition.
- Lockout/tag-out procedures must be followed if maintenance procedures require that the equipment is not operated.
- Ensure that personnel performing maintenance, inspection, and testing tasks wear clothing that is not loose-fitting and that they are provided with proper protective equipment, such as shoes, hard hats, eye protection, and hand protection.
- Provide barriers and signage where applicable, especially at hoisting doors.
- Upon completion of work, remove any jumper wires that were used.
- Provide proper lighting.
- Determine if adequate refuge space exists above and below the car.
- Ensure the working area is clean and dry; and
- Observe the Fire Codes of the Philippines.

B. INSPECTIONS

Areas of inspection

1. Inside Car- door reopening device, stop switches, operating and control devices, car floor/ landing sill, lighting car emergency signal, car door closing force, power opening/ closing of doors, vision panels, car enclosure, emergency exit, ventilation, signage, rated load, platform area, date plate, emergency power, restricted door opening, car ride, door monitoring, stopping accuracy.

2. Machine Room- access, headroom lighting, receptacles machine enclosure space, housekeeping, ventilation, fire suppression, pipes wiring, ducts, guarding of equipment, numbering/labeling, disconnecting means, controller wiring/ fuses/ grounding, static

control, overhead beam, machines and machine breaks, motor generators, regenerated power, alternating current (AC) drives, sheaves, rope fastenings, governor, safeties, and data plate.

3. Top of the car- stop switch, light outlet, operating device/ refuge space, counterweight, buffer, counter safeties, floor numbering, hoist way construction, smoke control, pipes/ wiring/ ducts, windows/ projections/ recesses/ setbacks, clearances multiple hoist ways, traveling cables/ junction boxes, door equipment, car frame, guide rails, guide rail alignment, guide rail fastenings, governor/ traction/ compensation ropes, rope fastening device.

4. Outside the hoist way platform guard, hoist way doors, vision panels, hoist way door locking devices, access power closing hoist way doors, sequence operations, enclosure, parking devices, emergency access, separate counterweight hoist way, standby power selection switch, condition, clearance run by, buffer, normal/ final terminal stopping devices, traveling cables, governor rope, compensating chains/ ropes/ sheaves, car frame/ platform, car safeties, car guides.

5. Pit Platform- dust iron works, sweep floor empty, drip pond, re-lamp, remove trash, and check for leaks.

C. TESTS

1. Test and trigger the effectiveness of safety gear.
2. Test and rest the car at the buffer.
3. Align and test all mechanical instruments of the door.

D. RESPONSIBILITY OF THE SERVICE PROVIDER

1. The Service Provider shall diligently undertake, perform, and complete all preventive and routine maintenance including all material labor, supervision, tools, supplies, and all the expenses necessary to provide service, preventive maintenance, inspections, adjustments, and testing as outlined in the Scope of Works to the PSC satisfaction once a month.

2. The Service Provider shall check and ensure that the elevator performance parameters are satisfactory by manufacturers' specifications and conformance to safety codes and standards.

3. The Service Provider shall use a structured maintenance management program to deliver high-quality service tailored to the specific unit's needs.

4. The Service Provider is required to perform preventive maintenance and emergency repairs to keep the equipment properly adjusted and in safe operating conditions by regularly and systematically inspecting, adjusting, cleaning, lubricating, testing, repairing (if required), or replacing (if required) the equipment, including but not limited to:

- a. Machine gears, worms, bearings, breaks, motors, motor brushes, motor windings (field and armature), commutators, rotating elements, coils, contracts, resistors, and magnet frames.
- b. Controller- contracts, resistors, Central Processing Unit (CPU), solid-state components.
- c. Selector relay printed circuit boards, silicon-controlled rectifier (SCR) controls, condensers, transformers, contacts lead, timers.
- d. Traveling cables.
- e. Main line disconnects.
- f. Emergency lighting.
- g. Built-in air-conditioning.
- h. Governor- Sheaves assembly, governor rope tension sheave assembly, bearings, contacts, jaws, safety-car weight.
- i. Sheaves- deflector, car top, secondary compensation, etc., bearings, shafts.
- j. Ropes- hoisting, compensation (maybe chained), governor equalize hoisting ropes, tensions.
- k. Buffers- car and counterweight, including switches, seals, and packing.
- l. Guides- car and counterweight rails, rail clips, guide shoes/ rollers, renewed guide shoe gibes or guide rollers as required for smooth and quiet operation.
- m. Car- frame, platform, flooring cab enclosure, fans, lighting, hand railing load weighing device, top of the car.
- n. Fixtures- position indicators, operating panels.
- o. Hoist way lighting, limit switches, vanes, and
- p. Door equipment- operators, clutches interlocks, hangers, safety edges, electric eyes, rollers, astragals, auxiliary door-closing devices.

5. The Service Provider shall maintain a work log in the machine room that lists the required maintenance actions, time intervals, and notations indicating the work done.

6. The Service Provider is responsible for maintaining the elevator as required by wear and tear of normal elevator usage.

7. The Service Provider shall furnish the tools, equipment, lubricants, and cleaning supplies required for the work.

8. The Service Provider shall include the maintenance of removable panels, door panels, sills door frames, cover plates, mainline power disconnect, controller, breakers and feeders, emergency power supply, batteries, and fire smoke detectors.

9. The Service Provider shall identify any intermittent or potential machine problems.

10. The Service Provider shall submit the *periodic maintenance and trouble-call report* based on records.

11. The Service Provider shall observe monthly safety tests, including the issuance of monthly *safety certificates* in compliance with the issuance of elevator permits.

12. The Service Provider shall submit a *Monthly Inspection Report* with findings and recommendations.

13. The Service Provider shall make the best effort to maintain the machine in proper operating condition.

14. The Service Provider shall perform the services by standards of care, skill, training, diligence, and judgment provided by highly competent individuals.

15. Maintenance service, adjustments, and callback service shall be available from Monday to Sunday 7:00 am to 6:30 pm (including holidays, if needed) in case of breakdowns, disorderly operations, or malfunctioning of the equipment without additional cost to the Philippine Sports Commission (PSC). Response time for trouble calls shall be within three (3) hour from the time of the service call.

16. If, for any reason, the elevator should be out of service for more than. Two (2) hours, the Service Provider shall notify the Engineering Section of Sports Facilities Division (SFD) - Administration Building, Engineer when the equipment was taken out of service for proper and safe operation. Sufficient signage should be placed at each opening (where applicable) notifying the employees and guests that the equipment is being serviced.

17. The Service Provider shall dispatch a technician immediately in emergency cases such as entrapment in the elevator. Response time for emergency trouble calls shall be three (3) hours from the time of the service call. The response time for the non-emergency request shall also be within three (3) hours.

18. The Service Provider shall advise the Sports Facilities Division, Engineer Section of all defective and worn-out parts to be replaced, of the cost of the replacement parts, the work that has been done and the specified downtime to be undertaken to put the equipment into normal running condition. The Service Provider will carry out such repairs upon written approval by the Engineering and Maintenance Head.

19. All tools, implements, and consumables necessary for Preventive Maintenance shall be provided by the Service Provider.

20. The Service Provider must submit certificates (and any changes thereafter) of insurance showing the Service Provider coverage for liability for bodily injury, workers' compensation, proper damage, and an umbrella liability policy.

GUARANTEED SPARE PARTS

Should there be a need to correct system failure by reasonable wear of parts, the parts should be available to the Service Provider, and the Service Provider should replace the defective parts with appropriate documentation for PSC approval of the purchase at agency expenses. When the spare parts are not available, similar and/or better replacement parts should be provided.

ELIGIBILITY OF THE SERVICE PROVIDER

1. Duly licensed Filipino citizens/ sole proprietorships.
2. The Service Provider must have at least five (5) years of experience.

3. The partnership is duly organized under the laws of the Philippines and of which at least sixty percent (60%) belongs to the citizens of the Philippines.
4. The corporation is duly organized under the laws of the Philippines, and of at least sixty percent (60%) of the outstanding capital stock belongs to the citizens of the Philippines.
5. Cooperatives duly organized under the laws of the Philippines, and of which at least sixty percent (60%) belongs to the citizens of the Philippines; or
6. Persons/entities forming themselves into a joint venture i.e. a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, that Filipino ownership or interest of the joint venture concerned shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their Joint Venture Agreement (JVA).

IV. BUDGETARY REQUIREMENTS

Funds necessary for the implementation of preventive maintenance services elevator units are estimated at *Seven Hundred Eighty Thousand Pesos only (Php 780,000.00)*.

V. TERMS OF PAYMENT

Payment (VAT inclusive) shall be every month upon receipt of the monthly billing based on actual services rendered and upon submission of the Monthly Preventive

VI. WORKING HOURS

All preventive maintenance services for the elevator shall be conducted during working hours (7:00 am to 5:00 pm), Mondays through Fridays, including legal non-working holidays. A three (3) hour response for emergency servicing work is Service Provider guaranteed.

VII. SERVICE PROVIDER'S OBLIGATION, RESPONSIBILITIES, AND LIABILITIES

1. The Service Provider in the performance of his/her obligation shall be free to inspect/check at all reasonable times.
3. The Service Provider undertakes to pay taxes, fees, licenses, and other charges required under government rules and regulations. It shall hold the Commission free from any liability whatsoever in case of its failure and shall comply with the aforesaid rules and regulations.

4. The Service Provider shall submit to the Commission all the names of its employees who will be authorized to work under any contract/agreement and register his employee's arrival and departure times.
5. It is clearly understood, however, that the Service Provider employees are not the Commission's employees. The latter shall not be held liable for any unpaid salary/ies or claim(s) of the Service Provider employees under the Labor Code of the Philippines or any other laws.
6. The Service Provider shall be held responsible/liable for any damage(s) or injury to a person/property caused by or arising from negligence and/or acts of its employees.
7. The Service Provider shall provide proper chemical handling, as compliant under existing national and international environmental laws and rules on the use of such chemicals to which the Philippines is a signatory thereto, such as but not limited to oils, lubricant, and rust converter.
8. The Service Provider shall provide Performance Security for the duration of the Contract.


VIII. COMMISSION'S RESPONSIBILITIES

1. The Commission shall provide the reasonable means of access to the building structures as may be required upon approval of the Chairman or his duly authorized representative.
2. The Commission shall designate a technical component employee that will supervise the elevator preventive maintenance services for both Rizal Memorial Sports Complex, Malate Manila, and Philsports Complex, Pasig City, for every work to be done by the Service Provider employees.
3. The Commission shall pay the Service Provider the amount agreed upon by the Commission and shall pay the Service Provider following the rules of government procedure (R.A. 9184) and its implementing rules and regulations for its services rendered during the duration of the contract.

Prepared by:


JOHN MARK L. JAVIER
Estimator

Checked and Reviewed by:


ENGR. MARIA VICTORIA T. MOYA
Head Engineering and Maintenance

Approved by:


MS. JULIA G. LLANTO

Chief of Sports Facilities Division