



Republic of the Philippines
City Government of Muntinlupa
National Road Putatan Muntinlupa City
BIDS and AWARDS COMMITTEE
www.muntinlupacity.gov.ph

REQUEST FOR QUOTATION

Date: 1/22/2024
Quotation No:2024-0012

Company Name: _____
Address: _____
Business Permit No.: _____
TIN: _____
PhilGEPS Registration No.(required): _____

The City Government of Muntinlupa, through its Bids and Awards Committee, intends to procure **Purchase of PMS for Elevator Unit to be used at Ospital ng Muntinlupa** which will be undertaken in accordance with **Section 53.9** of the 2016 Revised Implementing Rules and Regulations

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided.

A copy of the following documents are also required to be submitted along with your quotation/proposal:

1. Mayor's/Business Permit: (Certified True Copy)	4. PhilGEPS Registration (Certified True Copy)
2. Accomplished and Notarized Omnibus Sworn Statement (Original)	5. Certificate of Registration (Certified True Copy)
3. Latest Income Tax (Certified True Copy)	

Quotations/Proposals must be submitted to the BAC Office of the City Government of Muntinlupa for checking & validation.

For any clarification, you may contact **Bids & Awards Committee** at telephone no.(02)8861-1127

INSTRUCTIONS:	
(2) Do not alter the contents of this in any way.	
(3) technical specifications with asterisks(*) are mandatory. Failure to comply with any of the mandatory requirements will disqualify your	
(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:

Procurement Project	Approved Budget for the Contract (ABC)
Purchase of PMS for Elevator Unit to be used at Ospital ng Muntinlupa	Two Hundred Five Thousand Two Hundred Pesos

Technical Specifications:

QTY	UNIT OF ISSUE	ITEM DESCRIPTION	Compliance		REMARKS
			Yes	No	
1	lot	R & M - OTHER MACHINERIES AND EQUIPMENTS			
		PMS for Elevator Units			
		I. Description of Work			
		Bed Elevator #1			



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		Bed Elevator #2			
		Passenger Elevator #3			
		The CONTRACTOR shall undertake the Service and Maintenance Contract for the aforementioned elevator units.			
		A. Scope of Work			
		1. Shall perform monthly preventive maintenance of the unit and its associated mechanical and electrical components by qualified elevator technicians with the appropriate tools and equipment.			
		2. Shall clean, adjust and/or lubricate machinery controller, doors, locks, guides, bearings and all safety devices and accessories including hoisting and governor ropes, guides rails, switches and electrical systems and wirings.			
		3. Shall respond to call of the CLIENT and/ or its authorized representatives for complaints that needs repair and/or replacement of parts or components of such elevator upon approval of the Office.			
		4. Shall perform annual load test on the units. (upon request and confrome of cost proposal)			



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		5. Shall submit written report to the CLIENT with the recommendations, if any, on the outcome of the preventive maintenance service and repair.			
		6. Maintain an updated record of the elevator units' performance.			
		R&M - OTHER MACHINERIES AND			
		EQUIPMENTS			
		B. Time of Servicing			
		1. Regular monthly maintenance service shall be made during regular working hours (8:30			
		A.M. to 5:30 P.M.) on regular working days (Mondays to Saturdays) and should be completed within schedule, with at least two			
		(2) days prior notification to the CLIENT;			
		1. Within twenty four to thirty six (24-36) hours from the CLIENT's emergency call-out request, the Contractor shall send at least one (1) skilled and competent technician to Troubleshoot any unexpected breakdown of the units;			



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		2. Provide a "hotline" response number for emergency call-out.			
		Emergency call-out service of the CLIENT's request. On minor breakdown involving ni parts replacement, operation should be restored within the same day.			
		II. Material and Workmanship			
		The CONTRACTOR shall comply with the following conditions in terms of material and workmanship to be used.			
		1. Ensure availability of spare parts and materials at all time for the ready replacement of defective worn out parts or materials to minimize down time in the operation of the units.			
		2. In case of parts replacement, only Original Equipment Manufacturers (OEM) parts are to be used specially on critical parts which can affect the safe operations of the units. If, however, no OEM parts are available due to phase-out or upgrading by the manufacturer on the said parts and only replacement parts are available, the CONTRACOTR shall cetify in writing the following:			
		2.1. That only replacement parts are available;			



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		2.2. That said available replacement part/s is/are reliable and durable; and			
		2.3. That the same is/are under six (6) months warranty.			
		3. Replacement/supply of the following at no additional cost to the CLIENT.			
		3.1. Fuses mounted on controller, and			
		R & M - OTHER MACHINERIES AND EQUIPMENTS			
		3.2. Lubrication oil, grease, preservative and nescesary cleaning supplies and materials.			
		CONTRACTOR had supplied to replace parts and/or materials it found during the monthly services to be defective or wor-out are to be billed separately.			
		5. All parts replaced and waste materials shall be turned over to the CLIENT.			
		III. Quality Assurance/Warranty			
		The CONTRACTOR warrants the following terms and conditions.			
		1. It is understood that all parts replaced as guaranteed against mechanical defects for the period of six			
		(6) months.			

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QTY	UNIT OF ISSUE	ITEM DESCRIPTION	QTY	UNIT OF ISSUE	ITEM DESCRIPTION	TOTAL PRICE
1	lot	R & M - OTHER MACHINERIES AND EQUIPMENTS				
		PMS for Elevator Units				
		I. Description of Work				
		Bed Elevator #1				
		Bed Elevator #2				
		Passenger Elevator #3				
		The CONTRACTOR shall undertake the Service and Maintenance Contract for the aforementioned elevator units.				
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		4. Shall perform annual load test on the units. (upon request and confrome of cost proposal)				
		5. Shall submit written report to the CLIENT with the recommendations, if any, on the outcome of the preventive maintenance service and repair.				
		6. Maintain an updated record of the elevator units' performance.				



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		1. Within twenty four to thirty six (24-36) hours from the CLIENT's emergency call-out request, the Contractor shall send at least one (1) skilled and competent technician to Troubleshoot any unexpected breakdown of the units;				
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		2. In case of parts replacement, only Original Equipment Manufacturers (OEM) parts are to be used specially on critical parts which can affect the safe operations of the units. If, however, no OEM parts are available due to phase-out or upgrading by the manufacturer on the said parts and only replacement parts are available, the CONTRACOTR shall certify in writing the following:				
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		2.3. That the same is/are under six (6) months warranty.				
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		2. The CLIENT shall promptly notify the				
		CONTRACTOR in writing of any claims arising under this WARRANTY.				
				Php205,200.00	Total Offered quotation (in Php)	Php

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders must quote for all or all the items.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the contract shall be rejected.
6. 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.
7. Any interlineations, erasures overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
8. The Item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The GSO shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.

Signature over Printed Name

Position/Designation

Office Telephone No.

Mobile Phone No./Fax No.

Email address/es