



Republic of the Philippines  
**City Government of Muntinlupa**  
National Road Putatan Muntinlupa City  
**BIDS and AWARDS COMMITTEE**  
[www.muntinlupacity.gov.ph](http://www.muntinlupacity.gov.ph)

**REQUEST FOR QUOTATION**

Date: 3/21/2025  
Quotation No:2025-0178

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 **Preventive Maintenance Service for 3 Elevator Units for the months of March - December**, which will be undertaken in accordance with **Section 53.9** of the 2016 Revised Implementing Rules and Regulations of Republic Act No.9184.

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:

<b>1. Mayor's/Business Permit: (Certified True Copy)</b>	<b>4. PhilGEPS Registration (Certified True Copy)</b>
<b>2. Omnibus Sworn Statement (original)</b>	<b>5. Certificate of Registration (Certified True Copy)</b>
<b>3. Latest Income Tax (Certified True Copy)</b>	<b>6. Tax Clearance (Certified true copy)</b>

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:

<b>Procurement Project</b>			<b>Approved Budget for the Contract (ABC)</b>		
<b>Preventive Maintenance Service for 3 Elevator Units for the months of March - December</b>			Two Hundred Thirty Two Thousand Nine Hundred Sixty Pesos Only		
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	Compliance		REMARKS
			Yes	No	
		<b>R &amp; M - OTHER MACHINERIES AND EQUIPMENTS</b>			
10	months	PMS for 3 Elevator Units (March - December)			
		<b>I. Description of Work</b>			
		Bed Elevator #1			
		Bed Elevator #2			
		Passenger Elevator #3			
		The CONTRACTOR shall undertake the Service and Maintenance Contract for the aforementioned elevator units.			
		<b>A. Scope of Work</b>			



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		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				
		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.				
		<b>B. Time of Servicing</b>				
		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;				
		2. Within twenty four to thirty six (24-36) hours from the CLIENT's emergency callout request, the Contractor shall send at least one (1) skilled and competent technician to Troubleshoot any unexpected breakdown of the units;				
		3. Provide a "hotline" response number for emergency call-out.				





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		Emergency call-out service of the CLIENTs request. On minor breakdown involving ni parts replacement, operation should be restored within the same day.				
		<b>II. Material and Workmanship</b>				
		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;				
		2.2. That said available replacement part/s is/are reliable and durable; and				
		2.3. That the same is/are under <b>six (6) months warranty.</b>				
		3. Replacement/supply of the following at no additional cost to the CLIENT.				
		3.1. Fuses mounted on controller, and				
		3.2. Lubrication oil, grease, preservative and nescesary cleaning supplies and materials.				
		4. Parts and/or materials that the				
		CONTRACTOR had supplied to replace parts and/or materials it found during the monthly services to be defective or worn-out are to be billed separately.				
		5. All parts replaced and waste materials shall be turned over to the CLIENT.				
		<b>III. Quality Assurance/Warranty</b>				



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		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.				
		2. The CLIENT shall promptly notify the CONTRACTOR in writing of any claims arising under this WARRANTY.				
		TERMS OF PAYMENT: MONTHLY				
Summary of Approved Budget			OFFERED QUOTATION			
QTY	UNIT OF ISSUE	ITEM DESCRIPTION	QTY	UNIT OF ISSUE	ITEM DESCRIPTION	TOTAL PRICE
		<b>R &amp; M - OTHER MACHINERIES AND EQUIPMENTS</b>				
10	months	PMS for 3 Elevator Units (March - December)				
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**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.

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Signature over Printed Name

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Position/Designation

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Office Telephone No.

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Mobile Phone No./Fax No.

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Email address/es