



Republic of the Philippines  
Office of the President

## PHILIPPINE SPORTS COMMISSION

### REQUEST FOR QUOTATION

The Philippine Sports Commission, through its Bids & Awards Committee, invites interested **PHILGEPS-accredited** suppliers to submit SEALED and signed formal quotation/s for:

Particular	Quantity					ABC (PHP)	Place of Delivery
	Description	QTY	Unit	Unit Cost	Total Cost		
Comprehensive Preventive Maintenance and Repair Services of Elevators at the PSC (RMSC, Manila and Philsports, Pasig)	1 Comprehensive Preventive Maintenance and Repair Services					864,000.00	Rizal Memorial Sports Complex, Pablo Ocampo Sr. St., Malate, Manila and Philsports Complex, Pasig City
	Duration : Twelve (12) months						
	<b>RMSC (Malate, Manila)</b>						
	Passenger Elevator (Admin Building)	1	unit	16,000.00	192,000.00		
	Passenger Elevator (MSAS)	1	unit	16,000.00	192,000.00		
	<b>Philsports (Pasig City)</b>						
	Passenger Elevator Dorm G	1	unit	16,000.00	192,000.00		
	Passenger Elevator (Dining Hall)	1	unit	16,000.00	192,000.00		
	Dumb Waiter (Dining Hall)	1	unit	8,000.00	96,000.00		
	I. Scope of Works						
	Check-up, lubrication, and cleaning of the following:						
	>Hoistway Equipment						
	>Pit Protection System						
	>Car & Car Top						
	>Traction Driving Machine						
	>Door Operation Panel						
	>Hoisting Rope & Travelling Cable						
	>Control System						
	>Signaling Device						
	>Control Panel						
	>Relay System						
	>Guide Rail and						
	***more on next page***						

	Guide Shoe >Safety Device & Governor >Buffers >Over Travel Device > Speed Control ***nothing follows***  <b>Note:</b> Please see attached Terms of Reference (TOR)  <b>Delivery Terms:</b> Subject to the terms and conditions of the contract.		
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The following documents must be submitted from 4 April 2023 to 5:00 pm of 7 April 2023, directly to the Bids and Awards Committee Secretariat Office, located at Room 207, Admin. Building, RMSC, Pablo Ocampo Sr. St. Malate, Manila.

1. PHILGEPS Registration or PHILGEPS Certificate
2. Updated Omnibus Sworn Statement (Notarized) per GPPB Resolution 16-2020
3. 2023 Mayor's/Business Permit or 2022 Mayor's/Business Permit with proof of renewal
4. ITR 2022

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

For additional information, please contact the Procurement Office at Telefax: 524-4336 or 524-4808 Loc. 175/143.

The Commission reserves the right to not accept any and all quotations or not award the contract on the following grounds:

- There is prima facie evidence of collusion;
- The BAC failed to follow prescribed procurement procedures; and or
- There are justifiable grounds where the contract will not redound to the benefit of the government without incurring any liability to the affected bidder/s.

  
**ANNA CHRISTINE S. ABELLANA**  
BAC Vice-Chairperson

Date Posted on Philgeps and PSC website: April 4, 2023

RFQ04032023

**TERMS OF REFERENCE (TOR)  
OF PSC ELEVATOR PREVENTIVE MAINTENANCE SERVICES**

**APPROVED BUDGET FOR THE CONTRACT**

The Philippine Sports Commission (PSC) shall offer procurement of maintenance services for elevator with an Approved Budget for the Contract (ABC) amounting to ***EIGHT HUNDRED SIXTY-FOUR THOUSAND PESOS ONLY. (P 864,000.00)***

**OBJECTIVES**

The Philippine Sports Commission desires to engage the services of a CONTRACTOR to provide a COMPREHENSIVE PREVENTIVE MAINTENANCE AND REPAIR SERVICES OF FOUR (4) ELEVATOR UNITS and A DUMB WAITER at the Rizal Memorial Sports Complex, Malate Manila and Philsports Complex, Pasig City for a period of one (1) year.

**TERMS OF REFERENCE AND SCOPE OF WORKS**

**I. DESCRIPTION OF SERVICES**

The Services 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
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Capacity	1000 kg
Number of stops	Four (4)
Service	Passenger

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

Maintenance, repairs, or replacements shall have been performed only by the trained technicians of the Contractor.

Recordkeeping- a complete log must be kept that contains records of all maintenance, adjustments, repairs, and replacements performed on the elevator.

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.

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, parts 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 equipment not be operated;
- Ensure that personnel performing maintenance, inspection, and testing task 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 the 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

#### A. 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 and
3. Align and test all mechanical instruments of the door.

#### D. RESPONSIBILITY OF THE CONTRACTOR

1. The contractor 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 contractor shall check and ensure that the elevator performance parameters are satisfactory per manufacturers' specifications and conformance to safety codes and standards.

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

4. The contractor is required to perform preventive maintenance and emergency repair to keep the equipment properly adjusted and in safe operating condition 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, motor, motor brushes, motor windings (field and armature), commutators, rotating elements, coils, contracts, resistors, 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 leads, 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, safeties-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, renew 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 Contractor shall maintain a work log in the machine room that lists required maintenance actions, time intervals, and notations indicating the work done.

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

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

8. The Contractor shall include the maintenance of removable panels, door panels, light diffusers, hung ceilings handrails, fans ladders, support, beams, flooring, frames, sills door frames, cover plates, mainline power disconnect, controller, breakers and feeders, emergency power supply, batteries, and fire smoke detectors.

9. The Contractor shall identify any intermittent or potential machine problems.

10. The Contractor shall submit the periodic maintenance and trouble call report based on records.

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

12. The Contractor shall submit a Monthly Inspection Report with findings and recommendations.

13. The Contractor shall take the best efforts to maintain the machine in proper operating condition.



14. The Contractor shall faithfully 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 one (1) 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 contractor 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 Contractor shall dispatch a technician immediately in emergency cases such as entrapment in the elevator. Response time for emergency trouble calls shall be less than one (1) hour from the time of service call. Response time for the non-emergency request shall as well within one (1) hour.

18. The Contractor 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 works that have been done and the specified downtime to be undertaken to put the equipment into normal running condition. The Contractor will carry out such repair work upon written approval by the Engineering and Maintenance Head.

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

20. The Contractor must submit certificates (and any changes thereafter) of insurance showing the Contractor 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 Contractor and 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 shall be provided.

#### **ELIGIBILITY OF THE CONTRACTOR**

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



3. Partnership duly organized under the laws of the Philippines and of which at least sixty percent (60%) belongs to the citizen of the Philippines;
4. Corporation duly organized under the laws of the Philippines, and of which 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. 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 ***EIGHT HUNDRED SIXTY-FOUR THOUSAND PESOS ONLY. (P 864,000.00)*** broken down as follow:

Inclusive Period	Monthly Maintenance Fee per Unit	Total Maintenance Fee per Unit (a+b+c+d)	Total Monthly Maintenance Fee
12 months	a) 1 <sup>st</sup> to 4 <sup>th</sup> Floor One (1) unit x P 16,000.00	P 72,000.00	P 864,000.00
	b) 1 <sup>st</sup> to 4 <sup>th</sup> Floor One (1) unit x P 16,000.00		
	c) 1 <sup>st</sup> to 3 <sup>rd</sup> Floor Two (2) units x P 16,000.00		
	a) 1 <sup>st</sup> to 3 <sup>rd</sup> Floor One (1) unit x P 8,000.00		
GRAND TOTAL			P 864,000.00

#### 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 (8:00 am to 5:00 pm), Mondays through Fridays, except legal non-working holidays. Three (3) hour response for emergency servicing work is contractor guaranteed.

## **VII. SERVICES PROVIDER'S OBLIGATION, RESPONSIBILITIES, AND LIABILITIES**

1. The Services Provider in the performance of his/her obligation shall be free to inspect/check at all reasonable times.
3. The Services 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 Services Provider shall submit to the Commission all the names of its employees who will be authorized to work under any contract/agreement and register its 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 Services Provider employees under the Labor Code of the Philippines or any other laws.
6. The Services Provider shall be held responsible/liable for any damage(s) or injury to person/property caused by or arising from negligence and/or acts of its employees.
7. The Services Provider shall provide proper chemicals 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.

## **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: Engineering Section