



## Supreme Court

### BIDS AND AWARDS COMMITTEE FOR HALLS OF JUSTICE

#### INVITATION TO SUBMIT PROPOSALS FOR THE STANDARD TECHNICAL MAINTENANCE SERVICE FOR ONE ELEVATOR UNIT AT THE ANGELES CITY HALL OF JUSTICE

The **Supreme Court of the Philippines, through the Bids and Awards Committee for the Halls of Justice**, is inviting elevator service providers to submit sealed price quotations relative to the Standard Technical Maintenance Service for One (1) unit passenger elevator at the Angeles City Hall of Justice for a period of three (3) years. The Terms of Reference is hereto attached as **Annex "A"**

The sealed price quotation to be submitted should contain the following details enumerated below, to wit:

- a. Company
- b. Proposed Monthly Service Fee (Inclusive of VAT)
- c. Escalation Rate (if any)

The following documents should be included as submittals together with the written proposals –

- i. Mayors Permit
- ii. PhilGEPS Business Registration
- iii. BIR Registration
- iv. SEC/DTI Registration

The sealed price quotation should be submitted with the office of the Property Division, Office of the Administrative Services, Supreme Court of the Philippines, Padre Faura, Ermita, Manila.

For further information, please refer to:

#### **The Secretariat**

Bids and Awards Committee for the Halls of Justice  
c/o Office of the Deputy Court Administrator Raul Bautista Villanueva  
3rd Floor Supreme Court Old Building, Taft Avenue, Manila  
Telephone No.: (02) 523-6277 e-mail - [bachallsofjustice@gmail.com](mailto:bachallsofjustice@gmail.com)

04 April 2019

**RAUL BAUTISTA VILLANUEVA**  
Deputy Court Administrator and Chairperson  
Bids and Awards Committee for Halls of Justice

# PURCHASE REQUEST

MAR 19 2019

Entity Name: Supreme Court of the Philippines

Fund Cluster: \_\_\_\_\_

BY: hmo  
TIME: 1:30

Office/Section: Technical Div. Office on Halls of Justice	PR No.: 2019-55 Responsibility Center Code:	Date: March 13, 2019
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Stock/ Property No.	Unit	Item Description	Qty.	Unit Cost	Total Cost
	Lot	Proposed Procurement of Maintenance Service provider of one (1) unit elevator	1	533,341.54	533,341.54
		<i>Included in the approved APP 2019 (G.2.1)</i>			<i>RAV</i>
		*****Nothing Follows*****			
		SUPREME COURT PROPERTY DIVISION RECEIVED APPROVED MAR 26 2019 BY: <u>S. Neer</u> TIME: _____			

**Purpose:** To ensure the continuous operation of one (1) unit elevator at Angeles City, Pampanga Hall of Justice

Requested by: <b>RAMIR S. RABOLAR</b> Engineer III <i>Ref. H.O.J.</i>	Noted by: <b>RAQUEL M. LADRILLANO</b> OCA Chief of Office <i>RJ</i>
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The amount of Php: 533,341.54 will be made  
 Availability for this requisition for 700 - 00  
 Chargeable against: 811 Noted:

<b>MARILYN C. ISLA-DE JOYA</b> Budget Officer IV Budget Division, FMBO	<b>CORAZON G. FERRER FLORES</b> Deputy Clerk of Court & Chief of Office Fiscal Management & Budget Office
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Recommending Approval:  
*Maria Carina M. Cunanan*  
**MARIA CARINA M. CUNANAN**  
 Deputy Clerk of Court and  
 Chief Administrative Officer

Approved:  
*Edgar O. Aricheta*  
**EDGAR O. ARICHETA**  
 Clerk of Court

Purchase Order No.: \_\_\_\_\_ Control No.: 258  
 Date: \_\_\_\_\_  
 Original Authority Attached to P.O. \_\_\_\_\_

\* For procurement request with a total cost up to P1,000,000.00 per A.M. No. 10-1-10-SC dated March 6, 2018



Republic of the Philippines  
**Supreme Court**  
Manila

SUPREME COURT OF THE PHILS.  
OFFICE ON HALLS OF JUSTICE

RECORDED  
APR 04 2019  
BY: \_\_\_\_\_  
TIME: \_\_\_\_\_

## **PROCUREMENT PLANNING COMMITTEE**

**1<sup>st</sup> Indorsement**  
April 1, 2019

Respectfully referred to **Hon. Raul B. Villanueva, Deputy Court Administrator and Chairperson, SC Bids and Awards Committee for Halls of Justice (BAC - HOJ)**, for whatever action his Honor may deem appropriate action under the premises, the **Approved PURCHASE REQUEST** dated 13 March 2019 requested by Engr. Ramir S. Rabolar, Engineer III, Office on Halls of Justice and duly noted by Atty. Raquel M. Ladrillano, OCA Chief of Office, Office on Halls of Justice for the proposed procurement of maintenance service provider of one (1) unit elevator with the total amount of ₱533,341.54.

**MARIA CARINA M. CUNANAN**  
Deputy Clerk of Court and  
Chief Administrative Officer  
Office of Administrative Services, and  
Chairperson, Procurement Planning Committee

*Copy furnished:*  
**Atty. Raquel M. Ladrillano**  
OCA Chief of Office  
OHOJ

## TERMS OF REFERENCE

### **STANDARD PREVENTIVE TECHNICAL MAINTENANCE OF ELEVATOR UNIT AT THE ANGELES CITY HALL OF JUSTICE**

#### **1.0 BACKGROUND**

The Angeles City Hall of Justice houses Regional Trial Courts (RTC) and Municipal Trial Courts in Cities (MTCC) branch. The HOJ building was provided with one (1) unit passenger elevator and serving four (3) stops. Considering that the Court has no technical capabilities to maintain the said elevator, the procurement of expert maintenance service provider is necessary to ensure the continuous operation of the elevator.

#### **2.0 OBJECTIVES**

These Terms of Reference shall provide the requirements for the engagement of a Standard Preventive Technical Maintenance Contract of one (1) elevator units at the Angeles City Hall of Justice to ensure the continuous optimum operation thereof and the safety of the user.

#### **3.0 TERMS OF CONTRACT**

The Standard Preventive Technical Maintenance Contract shall be for a period of three (3) years.

#### **4.0 SCOPE OF SERVICES**

1. The Scope of services must include but not limited to the following work:

- a. Examine one (1) unit of HYUNDAI passenger elevator once a month (during normal working hours between 8:00 a.m. to 5:00 p.m. Mondays – Saturdays except holidays) in accordance with good practice and any existing local or statutory regulations existing at the date of this agreement;
- b. Provide the services of a qualified elevator servicemen for the purpose of examining the elevator unit, cleaning and adjustment of all motors, controls, and safety devices, greasing, and oiling of all bearings of all equipment accessories of the elevator unit;

- |                        |                                    |
|------------------------|------------------------------------|
| 1. Finger contact      | 11. Signal lamps                   |
| 2. Stationary contact  | 12. Moving contact holder          |
| 3. Heart shape contact | 13. Arch shield                    |
| 4. Contact support     | 14. Neon lamp                      |
| 5. Relay Shunt         | 15. Spring and C-pins for SDE      |
| 6. Relay spring        | 16. Terminal Lugs in Control Panel |
| 7. Fuse link           | 17. Door Interlock Spring Contact  |

- |                        |                          |
|------------------------|--------------------------|
| 8. Indicator bulbs     | 18. Screw and Bolts      |
| 9. Fluorescent starter | 19. Service lights bulbs |
| 10. Door guide shoe    |                          |

2. The cost of (a) replacement parts and components which are not mentioned in the above-cited list which are found defective due to normal wear and tear; or (b) changes, or alternations, deviations or additions to the additional design of the equipment and accessories subject to this contract; (c) re-cutting/rebobbiting of elongated steel wire ropes, and the (d) the necessary labor for such replacement and repair jobs shall be made at the expense of the **Client**.

3. The contractor shall inform/advise the Client of all defective and worn-out parts to be replaced, the cost of replacement parts, repair works and the specified downtime to be undertaken to put the equipment into normal working condition. The CONTRACTOR shall carry out such repair works upon the prior written approval of the CLIENT;

The CONTRACTOR shall provide the CLIENT with a Quotation for Works of Repair pertaining to the value of materials needed for major repair. It shall not initiate actual work without the prior written approval of the CLIENT.

All or any parts of the elevator equipment, whether defective or not, which may be replaced as a result of the regular inspection, preventive maintenance, repair and breakdown service shall be properly turned-over to the CLIENT for its proper disposal

4. The CONTRACTOR shall promptly send competent technician(s) to the site for emergency action and on the spot repair in any cases of breakdown, disorderly operation or malfunction of the elevator unit.

In case of breakdown, disorderly operation or malfunction of the equipment, the emergency adjustments call back service shall be free of charge. All works shall be performed during regular working hours of the CONTRACTOR. It is understood that the regular working hours of the CONTRACTOR shall be from 8:00 A.M. to 5:00 P.M., Mondays to Fridays. If the examination goes beyond the CONTRACTOR's regular working hours, an additional charge for overtime compensation in accordance with its overtime rate shall be paid by the CLIENT.

5. The **CONTRACTOR** warrants and guarantees to supply the materials, components, parts and assemblies to service, maintain and repair one (1) elevator unit and replace the spare parts of the same. The **CONTRACTOR** will only supply such materials, components, parts and/or assemblies so far as these are available and necessary for the performance of their obligation hereunder. Any defective materials which may be replaced shall be removed from site for disposal by the **CONTRACTOR**;

6. The **CONTRACTOR** further warrants that the products, trade, materials, supplies, and equipment and all replacement parts to be supplied are free from any patent and latent defects.

## **5.0 QUALIFICATIONS OF THE CONTRACTOR**

- 5.1 Certificate of PhilGEPS Registration, Platinum Membership;
- 5.2 At least eight (8) years of experience in the maintenance of elevator;
- 5.3 Not blacklisted by the Government Procurement Policy Board (GPPB), or pertinent government agencies, or regulatory bodies.

## **6.0 SUBMISSION OF DOCUMENTS AND REPORTS**

The Contractor shall submit Service Report for each inspection of elevator.

## **7.0 PAYMENTS**

The following documents are required for the processing of payments:

- 1. Statement of Account;
- 2. Service Report;
- 3. Certification by the Maintenance or Clerk of Court (in the absence of Maintenance) that the elevator is operational on the period covered by the billing and that the Contractor conducted its preventive maintenance.