



**Supreme Court of the Philippines**  
**BIDS AND AWARDS COMMITTEE FOR THE HALLS OF JUSTICE**

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

1. Pursuant to the approved Purchase Request dated 07 June 2022, the *Supreme Court of the Philippines*, through the Bids and Awards Committee for the Halls of Justice (BAC-HOJ), invites elevator service providers to submit SEALED PRICE QUOTATIONS relative to the Comprehensive Maintenance Service of one (1) unit passenger elevator at the Mandaluyong City Hall of Justice for a period of five (5) years. The Terms of Reference is attached as **Annex "A"**.
2. 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); and
  - c. Escalation Rate (if Any)
3. The following documents should be included as submittals together with the written proposals:
  - a. Mayor's Permit;
  - b. PhilGEPS Business Registration;
  - c. BIR Registration; and
  - d. SEC/DTI Registration
4. The sealed price quotation should be submitted to the Office of the Property Division, Office of the Administrative Services, Supreme Court of the Philippines, Padre Faura, Ermita, Manila.
5. For further information, please refer to:

**THE SECRETARIAT**

Bids and Awards Committee for the Halls of Justice

c/o Office of Deputy Court Administrator Raul Bautista Villanueva

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August 23, 2022

A handwritten signature in blue ink, appearing to read "Jenny Lind R. Aldecoa Delorino".

**JENNY LIND R. ALDECOA DELORINO**

Deputy Court Administrator and  
Chairperson, Bids and Awards Committee  
for the Halls of Justice