




Supreme Court of the Philippines
Bids and Awards Committee for Halls of Justice

**INVITATION TO SUBMIT PROPOSALS FOR THE STANDARD PREVENTIVE
MAINTENANCE OF ELEVATOR AT SAN FERNANDO CITY,
PAMPANGA HALL OF JUSTICE**

1. Pursuant to the approved Purchase Request dated 28 February 2023, the Supreme Court of the Philippines, through the Bids and Awards Committee for Halls of Justice (BAC-HOJ), invites elevator service providers to submit SEALED PRICE QUOTATIONS relative to the Standard Preventive Maintenance of one (1) unit passenger elevator at the San Fernando City, Pampanga Hall of Justice for a period of three (3) years. The Terms of Reference 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)
 - c) Escalation Rate (if any)
3. The following documents should be included as submittals together with the written proposals, to wit:
 - a) Mayor's Permit
 - b) PhilGEPS Business Registration
 - c) BIR Registration
 - d) SEC/DTI Registration
4. The sealed price quotation should be submitted with the Office of the Property Division, Office of the Administrative Service, Supreme Court of the Philippines, Padre Faura, Ermita Manila not later than **21 March 2023**.
5. For further information, please refer to:

Bids and Awards Committee for Halls of Justice
c/o Office of the Deputy Court Administrator for Luzon, 3rd Floor, Old Building,
Supreme Court, Padre Faura St., Ermita, Manila
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JENNY LIND R. ALDECOA-DELORINO
Deputy Court Administrator
and Chairperson, Bids and Awards Committee
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TERMS OF REFERENCE

STANDARD PREVENTIVE TECHNICAL MAINTENANCE OF ELEVATOR UNIT AT THE SAN FERNANDO CITY, PAMPANGA HALL OF JUSTICE (MTCC)

1.0 BACKGROUND

The San Fernando City, Pampanga Hall of Justice houses three (3) branches of the Municipal Trial Courts in Cities (MTCC), the Office of the Clerk of Court and Department of Justice (DOJ) offices. The HOJ building was provided with one (1) unit passenger elevator and is serving three (3) stops. Considering that the Court has no technical capabilities to maintain the said elevator, the procurement of an expert maintenance service provider is necessary to ensure the continuous operation of the elevator.

2.0 OBJECTIVES

This Terms of Reference shall provide the requirements for the engagement of a Standard Preventive Technical Maintenance Contract for one (1) elevator unit at the San Fernando City, Pampanga Hall of Justice to ensure the continuous optimum operation thereof and the safety of the users.

3.0 CONTRACT PERIOD

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

4.0 SCOPE OF SERVICES

- 4.1 The Scope of services shall include but is not limited to the following works:
 - 4.1.1 Examination of (1) unit of KONE passenger elevator once a month (during normal working hours between 8:00 a.m. to 4:00 p.m. Mondays – Fridays within the first five (5) working days of the month) in accordance with good practices and existing local or statutory regulations;
 - 4.1.2 Provision of the services of 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.
- 4.2. The cost of (a) replacement parts and components 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; (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**.

- 4.3 The contractor shall immediately 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 prior consultation with and approval of the **CLIENT** and shall claim payment therefor after the repair works have been completed;

The **CONTRACTOR** shall provide the **CLIENT** with the Quotation for Works of Repair on the value of materials needed for major repair within twenty-four (24) hours after determination of the defect of the unit or the parts to be replaced. It shall not initiate actual work without prior consultation and approval of the **CLIENT**.

- 4.4 The **CONTRACTOR** shall promptly send within twenty-four (24) hours 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 and shall immediately implement the repair to put back the unit in safe and good working condition.

In case of breakdown, disorderly operation or malfunction of the equipment, the emergency adjustments call back service shall be free of charge.

- 4.5 The **CONTRACTOR** warrants and guarantees the supply of materials, components, parts and assemblies needed to service, maintain and repair the elevator unit and replace the spare parts of the same.

- 4.6 The **CONTRACTOR** further warrants that the products, trade, materials, supplies, and equipment and all replacement parts to be supplied are brand new and free from any patent and latent defects and to maintain supplies thereof;

- 4.7 Should any part or spare parts of the elevator unit become obsolete, the contractor shall be immediately inform the client in writing of such fact and recommend the technical solution therefor to ensure the serviceability of the unit.

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

7.1 The cost for the repair and/or replacement of materials, components, parts and assemblies as quoted by the contractor, shall be paid and/or settled by the client 30 working days from receipts of the complete payment documents subject to the usual standard government accounting and auditing procedures.

7.2 The following documents are required for the processing of monthly payments:

7.1.1 Billing Statement;

7.1.2 Service Report;

7.1.3 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.

7.3 Required documents for the repair and replacement materials, components, parts and assemblies;

7.1.1 Receiving Copy of Job Order with conforme by the authorized representative of the contractor;

7.1.2 Original Copy of Sales/Charge Invoice

7.1.3 Copies of Philgeps, BIR and SEC Registration

7.1.4 Certificate of Acceptance

7.1.5 Inspection and Acceptance Report

7.1.6 Pre and Post Inspection Report

7.1.7 Report of Waste Materials