




**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 LAPU-LAPU CITY HALL OF JUSTICE**

1. Pursuant to the approved Purchase Request dated 23 March 2023, 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 Standard Preventive Maintenance of one (1) unit passenger elevator at the Lapu-Lapu City Hall of Justice for a period of five (5) 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
  - e) Omnibus Sworn Statement
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 June 2023.
5. For further information, please refer to:

Bids and Awards Committee for the Halls of Justice  
c/o Office of Deputy Court Administrator for Luzon 3<sup>rd</sup> Floor, Old Building,  
Supreme Court, Padre Faura St., Ermita, Manila  
Tel. No.: 8523-6277 / 8552-9590  
E-mail Address: *bachallsofjustice.secretary@gmail.com /  
bachallsofjustice@gmail.com*

9 June 2023

  
**JENNY LIND R. ALDECOA-DELORINO**  
Deputy Court Administrator  
and Chairperson, Bids and Awards Committee  
for Halls of Justice