



Republic of the Philippines
CAVITE STATE UNIVERSITY
Don Severino de las Alas Campus
Indang, Cavite, Philippines

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INVITATION TO SUBMIT QUOTATION
Preventive Maintenance of Passenger Elevator for Library Building

1. The Cavite State University (CvSU) invites interested firms/supplier to submit quotation for the project “**Preventive Maintenance of Passenger Elevator for Library Building**” with an Approved Budget for the Contract (ABC) of **One Hundred Thirty-Two Thousand Pesos Only (PhP 132,000.00)**. Quotation received in excess of the ABC shall be automatically rejected at the opening.

Item No.	Quantity	Unit	Description	Unit Cost	Total Cost
1.	12	Months	Monthly Preventive Maintenance of Passenger Elevator	11,000.00	132,000.00
			(See attached scope of work)		
TOTAL AMOUNT					132,000.00

2. Delivery Period: ____ calendar days from the receipt of P.O.
3. Price quotations must be valid for a period of sixty (60) calendar days from date of submission and shall include all taxes, duties and/or levies payable. Bidders shall also indicate the brand and model of the items being offered.
4. Warranty shall be for a period of six (6) months for supplies and materials. Warranty for equipment must not be less than one (1) year from the date of acceptance and shall be accompanied with Warranty Certificate.
5. The quotation must be submitted to the Procurement Office through mail, fax or email at the contact details listed below **on or before 5:00 PM of February 07, 2023**.

Address : Procurement Office, Administration Building
Cavite State University
Indang, Cavite
E-mail : procurementoffice@cvsu.edu.ph / rfqmain@cvsu.edu.ph
Telefax : (046) 862-0852

6. The CvSU reserves the right to reject any or all quotations and/or proposals and waive any formalities/informalities therein and to accept such bids it may consider as most advantageous to the agency and to the government. CvSU neither assumes any obligation for whatsoever losses that may be incurred in the preparation of bids, nor does it guarantee that an award will be made.


ROSELYN M. MARANAN
BAC Secretary, Goods and Consulting Services

SCOPE OF WORK

Contractor shall examine, adjust and lubricate all appropriate parts of all motors, controllers, brakes, door operators, rail guides and lift cars. Contractor shall likewise inspect the wear and tear condition of the equipment.

Contractor shall provide the necessary grease, oil, cotton waste and fuse elements for control signals and transformers, as well as the necessary tools in carrying out said work.

Contractor shall clean and adjust, as necessary, all machinery, ropes, sheaves fixing, controllers, gates, doors, locks, wirings, motors, and safety devices of the equipment.

Contractor shall check all machine and components of the equipment for abnormal temperature rise, oil leaks, vibrations and noise.

Contractor shall conduct inspection on the following and provide the necessary repairs/adjustments as needed, to wit:

i) Indicator lamps, bulbs, buzzers, and car lights; ii) leveling differences, brake slippage, acceleration, deceleration, and riding comfort; iii) all load wires, termination, and the operation of relays, contacts, push buttons, and all safety switches.

Contractor shall clean the machine room, hoistway, car top, car pit and guide rails.

Contractor shall conduct a once-a-month examination and testing of all safety devices and governors during regular visits.

Contractor shall advise Client on any defective and worn out parts that needs to be replaced, the cost of the new replacements and details of the repair work to be done, the cost of new replacements and details of the repair work to be done, including the specified down time to be undertaken until the equipment is brought to its normal running condition. The Contractor shall carry out such repair work only upon a written approval from Client.

Perform monthly periodic inspection, service and preventive maintenance on the units and their associated machineries, including applicable items.

Assign only qualified technician(s) with the right tools and equipment;

Carry out other periodic tests and provide necessary certification duly signed by a Professional Mechanical Engineer, for the purpose of assisting the Client in procuring necessary permits as required by competent authorities;

Provide all required grease and oils, cleaning materials and replacement parts.

Provide a 24-hour "hot line" response number for emergency call-out;

For minor breakdown involving no parts replacement, operation shall be restored within the day upon responded. The Contractor shall not be paid additional service charges, provided that the breakdown of the units is not caused by accident or negligence on the part of the Client, its employees or guests;

In the event that the Contractor fails to deliver the services and replacement parts as agreed upon, or if the quoted price is not reasonable in the opinion of the Client, the latter reserves the right to acquire from other sources; and

All parts for installation and replacement, as recommended by the Contractor, shall be subject to the Client's quality control inspection. In the event the service rendered and item(s) delivered fail to qualify within the expected performance level, the same shall be repeated by the Contractor until it becomes satisfactory, and without additional charges to the Client.

Contractor shall provide, upon immediate notification from Client, an emergency minor adjustment callback service in case of breakdown, disorderly operation, or malfunctioning of the equipment, without extra charge to Client. Contractor shall immediately send competent technician(s) on the site for emergency action and on-the-spot repair. All work to be performed by the Contractor shall be performed during the Contractor's regular working days and in compliance with Client's regular operating hours to avoid disruption of Client's operations.

COVERED OF SERVICES:

1. Frequency of Service- conduct PM Service
 - Monthly
2. Description of Works- activities to be conducted by qualified PM Service Technician

Regular PM Activities

EQUIPMENT/ PARTS	ACTIVITIES/ CHECKLIST
MACHINE ROOM CHECK UP AND CLEANED	1. Machine Room Equipment 2. Main Supply switch 3. Magnetic Brake 4. Main & Secondary Sheave 5. Rotary Encoder 6. Governor (Switch & Pulley) 7. All electrical Connection
HOISTWAY CHECK UP AND CLEANED	1. Door Interlocks 2. Door Closer 3. Door opening & closing 4. CWT guide shoe & roller 5. Main Guide roller & shoes 6. Hoistway wire 7. Door hanger/pick up roller 8. Travelling cable
CAR CAGE CHECK UP & CLEANED	1. Car operating panel 2. Car frame 3. Car door 4. Car indicator 5. Car lights & fan 6. Interphone/emergency bell
CAR PIT CHECK UP & CLEANED	1. Compensating pulley/switches 2. Pit light 3. Emergency stop switch 4. CWT buffer runby 5. Buffer (switch) 6. Pit safety switch
ENTRANCES	1. Indicator 2. Hall call buttons 3. Sills & entrances 4. Arrival gong (if applicable)

CAR TOP CHECK UP & CLEANED	<ol style="list-style-type: none">1. Hoist & Governor Ropes/hitches2. Car Door Motor3. Car Top pulley
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Reports

- a. Submit PM and Service report signed by supervisor