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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 8409911
Procuring Entity NATIONAL MUSEUM - MANILA METRO MANILA
Title PREVENTIVE MAINTENANCE OF ELEVATORS AT CENTRAL NATIONAL MUSEUM BUILDINGS - FY 2022
Area of Delivery Metro Manila

Solicitation Number:	RFQ-BAC-2022-01	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	2
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Goods - General Support Services	Document Request List	3
Category:	General Repair and Maintenance Services	Date Published	09/02/2022
Approved Budget for the Contract:	PHP 970,000.00	Last Updated / Time	09/02/2022 00:00 AM
Delivery Period:	12 Month/s	Closing Date / Time	16/02/2022 10:00 AM
Client Agency:			
Contact Person:	Edwin J. Dela Rosa Head, BAC Secretariat P. Burgos St. Ermita Manila Metro Manila Philippines 1000 63-02-2981100 Ext.1014 bac@nationalmuseum.gov.ph		

Description

REQUEST FOR QUOTATION NO. BAC 2022-01

PREVENTIVE MAINTENANCE OF ELEVATORS AT CENTRAL NATIONAL MUSEUM BUILDINGS – FY 2022

The National Museum of the Philippines (NMP), through the Bids and Awards Committee (BAC) Secretariat, Support Procurement Unit (SPU), invites all eligible suppliers/ merchants/ contractors to bid for the project mentioned above. Bids received in excess of the ABC shall be automatically rejected.

The procurement will be conducted through Alternative Mode of Procurement -- Negotiated Procurement, Section 53.9 (Small Value Procurement) of the 2016 Revised IRR of R.A. 9184 otherwise known as the "Government Procurement Reform Act".

Approved Budget for the Contract (ABC): (Php 970,000.00)

Please see attached Terms of Reference for the Scope of Work.

Bids must be duly received by the BAC Secretariat SPU through manual submission at the office address indicated below. LATE BIDS SHALL NOT BE ACCEPTED.

In view thereof, the BAC Secretariat SPU requests the submission of your Price Quotation/Bid Proposal for the above

project on or before February 16, 2022, not later than 10:00 A.M. Kindly place your quotation/bid proposal in a SEALED ENVELOPE together with three (3) copies of the following documentary requirements:

- (a) PhilGEPS Registration Number;
- (b) Mayor's /Business Permit;
- (c) DTI Certificate/SEC Registration Certificate;
- (d) Latest Income Tax (paid through the BIR EFPS with BIR Stamp); and
- (e) Revised Omnibus Sworn Statement (duly Notarized with seal).

The envelope shall bear the following:

- (a) Title of the project to be bid,
- (b) PhilGEPS Posting Reference Number,
- (c) Name, Address, and Contact Number of the bidder; and
- (d) Addressed to the Information Indicated below.

The NMP reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35,6 and 41 of the 2016 revised IRR of RA No. 9184,

without thereby incurring any liability to the affected bidder or bidders

For further information, please refer to:

Mr. Edwin J. dela Rosa,
Head - BAC Secretariat
Z/F, BAC Room, North Annex of the
National Museum of Fine Arts Building (Motorpool),
Padre Burgos Street, Manila 1000
Tel. No. 8298-1100 Local 1014

(SGD)
EDWIN J. DELA ROSA
Head - BAC Secretariat
Bids and Awards Committee

Created by Edwin J. Dela Rosa

Date Created 08/02/2022

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TERMS OF REFERENCE

“Preventive Maintenance of Elevators at Central National Museum Buildings - FY 2022”

I. BACKGROUND

The National Museum of Fine Arts (NMFA), National Museum of Anthropology (NMA) and National Museum of Natural History (NMNH) Buildings are equipped with elevators. These equipment should be checked or inspected periodically and replace parts that were already worn-out or deteriorated.

II. OBJECTIVE

To maintain the effective performance and operations of the elevators of the NMFA, NMA and NMNH Buildings and to provide a satisfactory and safe physical environment for the public and the National Museum collection.

III. RESPONSIBILITIES

1. The Contractor shall ensure that service technicians to be assigned at the National Museum of the Philippines (NMP) Buildings are well screened, technically and professionally trained, courteous, cooperative, efficient, reliable, trustworthy, well-groomed, physically and mentally fit. No personnel shall be assigned who has not been approved by the Facilities Management Division (FMD).
2. The Contractor and its service technicians shall agree to abide by the safety and security requirements of the NMP. They must comply with the NMP's House Rules and Regulations, directives, instructions and other existing rules and regulations while inside the premises.
3. The Contractor's service technicians shall subject themselves to security checks, but not limited to examination of the person and/or his/her personal belongings.
4. The Contractor shall ensure that its service technicians wear their proper company working uniform equipped with appropriate Personal Protective Equipment (PPE) and identification cards while performing service maintenance and repair works inside the NMP's premises. Loitering inside the NMP's premises is not allowed.
5. The Contractor shall provide/equip all its service technicians with the tools during the course of the contract without any additional cost to the NMP.
6. The Contractor shall see to it that the area is clean and in its original condition after the servicing has been made. Any damages caused by the Contractor's assigned technician or personnel shall be restored by the Contractor at no additional cost to the NMP.
7. All other items of work not specifically mentioned but are necessary to complete the works shall be provided by the Contractor at no additional cost to the NMP.

IV. SCOPE OF WORK

The Contractor shall provide at his own expense (except Owner-Supplied Services and Materials) all necessary labor, supervision, tools, equipment, materials, consumables, services and facilities and all items of expense necessary to complete the project. The specific scope of work are as follows:

A. MONTHLY SERVICE INSPECTION

1. Check wear-off of carbon brushes condition of brush holder and spring
2. Check commutator of Motor Generator (MG) set and traction motor (for excessive sparking)
3. Clean and lubricate door bar/hanger rollers
4. Check/adjust eccentric roller
5. Check/adjust catch device/door lock related
6. Check/adjust door panel
7. Check and adjust moveable cam
8. Check car and landing door guide shoes/door sill
9. Check door weight wire ropes
10. Check/fill hydraulic absorber of car door
11. Check photomaster alignment/bulbs
12. Check, clean and lubricate limit switches
13. Fill car/counterweight guide lubricating can if any
14. Check/adjust door drive assembly of multi panel doors
15. Check/replace in car indicator bulbs
16. Check/replace in car push button/push button indicator
17. Check functioning of alarm bell
18. Check/replace landing indicator bulb
19. Check/replace landing push button / push button bulb
20. Check down/selective collective function
21. Check lighting - motor - room/car/top/car pit
22. Check motor room lock

B. QUARTERLY SERVICE INSPECTION

1. Cleaning and checking brake sleeve/shaft/plunger
2. Checking brake lining
3. General brake adjustment and oiling
4. Check gear oil level
5. Check any irregular noise from stand/thrust bearing, etc.
6. Check emergency power source - battery/battery charger
7. Check oil leakage from oil seal/gasket
8. Check and clean door motor/replacement of door motor carbon brushes
9. Check and clean inductor/inductor plate runby
10. Check safety catch mechanism/tightened lifting rod screws
11. Check and adjust car/counterweight guide shoes/guide shoes rollers
12. Check in car kickplates, trimmings, formicas, tiling
13. Check in car lighting, fan
14. Check and eliminate running noise or vibration

C. SEMI-ANNUALLY SERVICE INSPECTION

1. Check wearing of main sheave grooves/main wire ropes
2. Check rubber coupling
3. Check governor machine, oiling and functioning
4. Tightening of relay/terminal screws/check fuse holder
5. Cleaning of main relay contacts
6. Check and clean damping motor/tachogenerator - wear-off of brushes
7. Check travelling cable/cable hanger
8. Check oil buffer
9. Check/adjust and grease governor and compensating pulley
10. Check main/compensating wire ropes tension
11. Check emergency light/fan
12. Check fireman/emergency operation
13. Check combined or group operation
14. Check and correct leveling error

D. ANNUALLY SERVICE INSPECTION

1. Remove dust from MG sets, traction motor and controller
2. Greasing/oiling of traction motor/generator bearings/bushings
3. Tightening all hoistway bolts and nuts
4. Check counterweight runby (if <300mm to fill in measurement)
5. Cleaning of ceiling, lighting/fan diffuser

E. OTHER SERVICES

1. In the event that the Car Operating Panel (COP), backup battery, door wire rope, main wire rope, pulley, machine drive or any part of the elevator breaks down, the National Museum shall supply the replacement parts but the Contractor shall undertake the necessary installation/repairs to bring it back to its normal operational condition.
2. Calibration & Load Testing
3. Renewal of Certificate of Operation for Elevator and other prerequisite government permits and clearances. The Contractor should be physically present with FMD personnel during annual inspection.

V. INVENTORY OF EQUIPMENT

The list of elevators below are included in the contract:

Item No.	Description	Brand of the Controller	No. of Stops	Location
1	Passenger Elevator	Fujitec	4	NMFA
2	Passenger Elevator	Journey	4	NMFA
3	Passenger Elevator	Journey	4	NMFA
4	Freight Elevator	IFE	6	NMFA
5	Passenger Elevator	Elecol	5	NMA
6	Passenger Elevator	Elecol	5	NMA
7	Passenger Elevator	Mitsubishi/Kiku	5	NMA
8	Passenger Elevator	Mitsubishi/Kiku	5	NMA
9	Passenger Elevator	Nippon	6	NMNH
10	Passenger Elevator	Kleemann	6	NMNH

VI. SUBMITTALS

The Contractor shall furnish FMD with the following documents and reports:

1. Nominations and supporting documents for the technical personnel's qualifications, for approval of FMD
2. Service Inspection Report (including recommendation on parts to be replaced)

VII. SOURCE OF FUND

Budget is available and should be chargeable against General Fund under MOOE Other General Services for Fiscal Year 2022.

VIII. APPROVED BUDGET FOR CONTRACT

Nine Hundred Seventy Thousand Pesos (Php 970,000.00), Inclusive of all applicable taxes.

IX. CONTRACT DURATION/COMPLETION TIME

The contract shall be effective for **Twelve (12) months or until December 31, 2022 (whichever is earlier)** reckoned from the date stated in the Notice to Proceed (NTP) to be issued by FMD.

X. TERMS OF PAYMENT

The contract price shall be paid in **Monthly Billings**.

XI. CONTRACTOR'S ELIGIBILITY

The Contractor is required to submit at least One (1) similar contract/s awarded and completed from Y2017 up to present with an amount of at least Fifty Percent (50%) of the Approved Budget for the Contract (ABC).

The Contractor shall have at least Five (5) years of experience in elevator maintenance. Also, they shall have an experience in maintaining elevators for the brands indicated under the Inventory of Equipment as stated in their list of on-going and completed contracts.

XII. PRE-TERMINATION CLAUSE

The contract is effective on the date indicated in the NTP and shall remain in full force for One (1) year or until terminated by either party (National Museum or Contractor) upon prior written notice by either party. Termination process shall follow the prescribed procedure under IRR-A R.A. 9184.

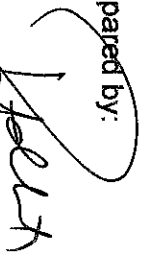
The National Museum reserves the right to pre-terminate the contract after Fifteen (15) calendar days via written notice to the Contractor, if in National Museum's opinion, after due verification of facts, the Contractor is not providing satisfactory services or is not complying with the Terms and Conditions of the Contract. The grounds for the termination of the Contractor by the National Museum include but not limited to the following:

1. Violation(s) in any of the Terms and Conditions of the Contract; and
2. Any other act of omission by the Contractor or its service technicians which is detrimental or prejudicial to the interest of the National Museum, its employee(s), member(s) or public.

XIII. LIQUIDATED DAMAGES

When the contractor fails to satisfactorily deliver goods/services under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the contractor shall be liable for damages for the delay and shall pay the procuring entity liquidated damages, not by way of penalty, an amount equal to 1/10 of 1% of the cost of the delayed contract scheduled for every day of delay until such goods/services are finally delivered and accepted by the procuring entity concerned. In no case shall the sum of the liquidated damages exceed 10% of the total contract price, in which the procuring entity concerned may rescind the contract and impose appropriate sanctions over and above the liquidated damages.

Prepared by:



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Checked & Reviewed by:



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Approved by:



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