



REQUEST FOR QUOTATION

Date: 16 July 2026
RFQ No.: RFQ-AD-2026-036

Company/Business Name: _____
Address: _____
Business/Mayor's Permit No. _____
TIN: _____
PhilGEPS Registration Number (required): _____

The **Philippine Ports Authority-Port Management Office of Batangas (PPA-PMOB)** through its Bids and Awards Committee (BAC), will undertake the **Procurement of Preventive Maintenance Services for PMO Batangas Passenger Elevators (4-Units)** with an Approved Budget for the Contract of **Four Hundred Ninety Four Thousand Four Hundred Pesos (Php 494,400.00)** through **Section 31 Direct Contracting** of the Implementing Rules and Regulations of Republic Act No. 12009.

Please submit your duly signed proposal or pro-forma invoice addressed to the Bids and Award Committee (BAC) Chairperson and to the given address below, **within THREE (3) days upon receipt of this RFQ**, subject to compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

ATTY. JEFREN P. PANGANIBAN
Chairperson, PMO Batangas-Bids and Awards Committee
Philippine Ports Authority,
Port Management Office of Batangas
PPA New Admin Building,
Port Access Road, Calicanto,
Batangas City 4200
Telephone No. (043)723-7214
Email: pmobatangasbacsec@gmail.com

You **SHALL ALSO SUBMIT A COPY OF THE FOLLOWING DOCUMENTS ALONG WITH THE QUOTATION** on or before the above specified deadline of submission of quotation:

- PhilGEPS Organization ID**
- Valid Mayor's/Business Permit**
- Duly conformed Terms of Reference (Annex "A")**

The Head of the Procuring Entity (HoPE) of the Philippine Ports Authority-Port Management Office of Batangas (PPA-PMOB) reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract in accordance with Section 70 of the IRR of RA No. 12009.

For any clarification, you may contact the Head of BAC Secretariat at (043)723-0164 or send email to pmobatangasbacsec@gmail.com

ATTY. JEFREN P. PANGANIBAN
Chairperson, PMO Batangas-Bids and Awards Committee

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

- (1) Do not alter contents of this form in any way.
- (2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provision including manifesting on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

- (3) **ALL technical specifications must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (4) Quotations in a sealed envelope may be submitted through mail, courier or hand carried to the PMOB-BAC at the Legal Unit, 6/F, PPA Administration Building, Port Access Road, Calicanto, Batangas City; and
- (5) Quotations, including documentary requirements, received after the deadline shall not be accepted.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Partial quotations will not be permitted; all items must be quoted in full.
3. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
4. Price quotation/s must be valid for a period of FORTY FIVE (45) calendar days from the deadline of submission.
5. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
6. Quotations exceeding the Approved Budget for the Contract shall be rejected.
7. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PMO Batangas-Bids and Awards Committee shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
8. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
9. The item/s shall be delivered according to the accepted offer of the bidder.
10. All delivered items shall be inspected by the PPA Inspection Team on the scheduled date and time at **PPA Administration Bldg., Port Access Road, Calicanto, Batangas City**. Delivery shall be acknowledged only upon verification that the items comply with the required technical specifications.
11. Payment shall be made through check. Processing of the same shall be upon delivery and submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor, or consultant.
12. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The PPA-PMO Batangas may terminate the contract once the cumulative amount prejudice to other courses of action and remedies open to it.
13. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 12009 and its IRR.
14. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

After having carefully read and accepted the Instructions and Terms and Conditions, I / we submit our quotation/s for the item/s as follows:

Procurement of Preventive Maintenance Services for PMO Batangas Passenger Elevators (4-Units)		
Approved Budget for the Contract: Four Hundred Ninety Four Thousand Four Hundred Pesos (Php 494,400.00)		
Minimum Technical Specifications	Quantity	Statement of Compliance (“Comply” or “Not Comply”) for each requirement/specification
Note: Non-compliance with the minimum required specifications shall be grounds for disqualification		
Procurement of Preventive Maintenance Services for PMO Batangas Passenger Elevators (4-Units) Scope of Works:	1 Lot	
1. The CONTRACTOR shall provide once a month, the services of qualified elevator servicemen for the purpose of examining the passenger elevators, cleaning, and adjustment of all motors, and moving parts, controls and safety devices, greasing and oiling of all bearings of equipment and accessories herein below described: - Control System : GPS-III - Operation System : 4C – A121 - Capacity : 680 kgs. (10 persons) - Speed : 60 mpm - No. of Stops/Opening: Seven (7)		
2. The CONTRACTOR shall, except for gear oil and hydraulic oil, provide at its own expense all necessary grease and lubricants, cleaning materials and replacement parts		
3. Supply of labor and sundry materials for load testing of Four (4) Units Mitsubishi Passenger Elevators.		
Performance Security: To guarantee the faithful performance of the Winning Contractor of its obligations under the contract, it shall post a Performance Security in any of the following forms: Cash, certified check, cashier’s check, managers check, bank draft or irrevocable letter of credit – Five Percent (5%) Bank Guarantee- Five Percent (5%) Surety Bond - Thiry Percent (30%)	Select one (1) from the given options	
Contract Duration: Twelve (12) Months		
Note: Please see/refer to the attached Terms of Reference for additional details (Annex “A”)		

PARAMETERS FOR PAYMENT

For and in consideration of the full, satisfactory and faithful performance by the Contractor of all its undertaking defined and provided for under this Terms and Conditions (TOR) and contract documents the Authority agrees to pay **monthly service fee** in the amount of **Forty One Thousand Two Hundred Pesos (PhP 41,200.00)** Philippine Currency or a total of **FOUR HUNDRED NINETY-FOUR THOUSAND FOUR HUNDRED PESOS (PhP 494,400.00)** for **TWELVE (12)** months inclusive of 12% Value Added Tax, actually performed, upon submission of the following supporting documents:

- Pictures taken during actual service
- Service reports duly signed by PPA representative

Any or all payment/s to be made shall be subject to existing accounting and auditing rules and regulations.

Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate “0” if item being offered is for free.

Procurement of Preventive Maintenance Services for PMO Batangas Passenger Elevators (4-Units)	
Approved Budget for the Contract	Total Offered Quotation (Inclusive of VAT)
Four Hundred Ninety-Four Thousand Four Hundred Pesos (Php 494,400.00)	In words:
	In figures:

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email Address

TERMS OF REFERENCE

PREVENTIVE MAINTENANCE SERVICE OF FOUR (4) UNITS MITSUBISHI PASSENGER ELEVATORS AT PPA BATANGAS

1. INTRODUCTION

Elevators are vital in workplaces for ensuring accessibility and inclusivity, allowing people with mobility issues to navigate the building safely, and for promoting employee well-being by preventing injuries from stair use. They also enhance productivity by reducing travel times between floors and enabling quicker movement of materials. Furthermore, elevators contribute to operational efficiency, workplace safety, and the security of building areas, and are often a legal and economic necessity for modern businesses.

Preventive maintenance identifies potential issues before they become severe, leading to lower energy costs, minimized downtime for building operation, better tenant and visitor satisfaction, and a more professional building image.

2. OBJECTIVES

- 2.1. To ensure passenger safety, maximize equipment reliability and efficiency, reduce operational costs by minimizing breakdowns and extending equipment lifespan, and maintain compliance with safety regulations.
- 2.2. To engage the services of a specialty contractor duly authorized and with the necessary expertise, experience, and capacity to provide a **Preventive Maintenance Service of Four (4) Units Mitsubishi Elevators at PPA Batangas** to ensure that all vertical conveyors are working and operating in good condition for the safety of all employees, officials, visitors and stakeholders occupying/utilizing the building for the period of twelve (12) months in accordance with Republic Act No. 12009 and its Implementing Rules and Regulations.

3. APPROVED BUDGET FOR THE CONTRACT (ABC)

The ABC is **FOUR HUNDRED NINETY FOUR THOUSAND FOUR HUNDRED PESOS (Php 494,400.00)**, Philippine Currency inclusive of VAT.

4. SCOPE OF WORK

- 4.1. The CONTRACTOR shall provide once a month, the services of qualified elevator servicemen for the purpose of examining the passenger elevators, cleaning, and adjustment of all motors, and moving parts, controls and safety devices, greasing and oiling of all bearings of equipment and accessories herein below described:

FOUR (4) UNITS MITSUBISHI PASSENGER ELEVATOR

Control System	: GPS-III
Operation System	: 4C – A121
Capacity	: 680 kgs. (10 persons)
Speed	: 60 mpm

No. of Stops/Opening : Seven (7)

- 4.2. The CONTRACTOR shall, except for gear oil and hydraulic oil, provide at its own expense all necessary grease and lubricants, cleaning materials and replacement parts listed as follows, as they may apply:

ELEVATOR PARTS

- | | |
|-------------------------|------------------------------------|
| 1. Finger Contact | 11. Signal Lamps |
| 2. Stationary Contacts | 12. Moving Contact Holder |
| 3. Heart Shape Contacts | 13. Arc Shield |
| 4. Contact Support | 14. Neon Lamp |
| 5. Relay Shunt | 15. Spring & C-pins for SDE |
| 6. Relay Spring | 16. Terminal Lugs in Control Panel |
| 7. Fuse Link | 17. Door Interlock Spring Contact |
| 8. Indicator Bulbs | 18. Screws and Bolts |
| 9. Fluorescent Starter | 19. Service Light Bulbs |
| 10. Door Guide Shoe | |

- 4.3. Supply of labor and sundry materials for load testing of Four (4) Units Mitsubishi Passenger Elevators.

5. TERMS AND CONDITIONS

5.1. Obligations and Responsibilities of the Contractor

- 5.1.1.1. The CONTRACTOR shall submit service report after each service, to be duly signed / acknowledged by PPA representative. The contract duration shall be Twelve (12) months from the date of CONTRACTOR's receipt of Notice to Proceed (NTP). Provided that the PPA has the right to terminate / cancel this CONTRACT at any time before its expiration on reasonable grounds such as unsatisfactory service and performance of the CONTRACTOR or violation/s of any of the Terms and Condition of this Contract by giving the CONTRACTOR at least fifteen (15) days written notice in advance to that effect;
- 5.1.1.2. The CONTRACTOR shall provide necessary labor, calibrated test weights, supervision, tools and equipment to perform full-scale load testing and issue a formalized, signed and sealed CERTIFICATE OF GOOD RUNNING CONDITION by a license Professional Mechanical Engineer (PME) or equivalent local certified authority, valid for One (1) Year.
- 5.1.1.3. All regular services will be in accordance with the CONTRACTOR'S "General Schedule" and work will be done during regular working hours (8:00 AM to 5:00 PM) within regular working days (Monday to Friday). Overtime service may be requested by PPA in emergency cases;
- 5.1.1.4. PPA agrees that the cost of (a) replacement parts and components which are not mentioned in the above list which are found to be defective due to normal wear and tear or (b) all parts, inclusive of those in the above list which are damaged due to abnormal operating conditions, (c) changes and/or alterations, deviations or additions to the original design of the equipment and accessories subject matter of this agreement, (d) recutting/rebabbiting of elongated steel wire

ropes, and the cost of the necessary labor for such replacement and repair jobs will be for the accounts of the PPA. However, the CONTRACTOR must acquire the approval of the PPA of the CONTRACTOR'S quotation for the necessary labor and replacement parts in writing before the actual initiation of work;

- 5.1.1.5. PPA shall not allow any third party to do any repair work or replace any part or component of the subject equipment without the written consent of the CONTRACTOR.
- 5.1.1.6. PPA shall report to the CONTRACTOR any abnormal operation and/or stoppage of any equipment subject matter of this agreement and the CONTRACTOR agree to immediately provide the necessary servicemen to correct the abnormal operation and/or have the equipment in operating condition;
- 5.1.1.7. The CONTRACTOR may make any replacements brought about by reason of established and Proven Negligence or misuse of the equipment by the PPA or from any other cause beyond the control of the CONTRACTOR; no person or servicemen is authorized to modify or to bind the CONTRACTOR by making any promise, warranty or representation not contained in this Contract;
- 5.1.1.8. **NO EMPLOYER – EMPLOYEE RELATIONSHIP** - It is expressly agreed and understood that there is no Employer - Employee relationship between the CONTRACTOR and/or its personnel and PPA. PPA shall not in any way be liable or responsible for any physical injury or damages, including death sustained or caused by any of the employees of the CONTRACTOR whether or not occurring in the performance of their duties;
- 5.1.1.9. The CONTRACTOR agrees and binds itself to indemnify the PPA for whatever injuries or damages caused or occasioned or contributed to by the failure, negligence or other conducts of the CONTRACTOR arising out of or in connection with or on the occasion of the performance of this agreement. The CONTRACTOR shall, at all times, stands solely liable and responsive for the enforcement of, and compliance with all existing laws, rules and regulations binds itself to save and hold the PPA free and harmless from any and all liability in respect thereof and/or arising therefrom and/or by reason of this Contract and its implementation;
- 5.1.1.10. The Parties herein agree that the CONTRACTOR will not be liable to the PPA for any delay or for damages caused by force majeure including general strikes, lock-outs, war, civil commotions, earthquakes, floods and other natural calamities, shortage of materials and/or workmen due to government acts and other similar causes beyond the control of the CONTRACTOR;
- 5.1.1.11. The Parties hereinafter agree that the CONTRACTOR may, at its option, and with proper notice to the PPA, assign whatever interest or right it may have under this Contract to an authorized service representative. In such case, the CONTRACTOR remains fully responsible for the service rendered by its authorized service representative.

5.2. WARRANTY SECURITY

In order to assure that the manufacturing defects for the materials and parts supplied shall be corrected by the CONTRACTOR, a warranty security shall be provided by the CONTRACTOR. The warrant security shall be either retention money in an amount equivalent to at least one percent (1%) of the amount of materials and parts supplied or a special bank guarantee equivalent to at least one percent (1%).

The amount shall be released only after the lapse of one (1) year after installation of the materials and parts at PPA elevators.

5.3. **PERFORMANCE SECURITY**

To guarantee the faithful performance of the winning Contractor of its obligations under the contract, it shall post a Performance Security in any of the following forms:

Form of Performance Security	Minimum Amount % of Total Contract Price
Cash, certified check, cashier's check, manager's check, bank draft or irrevocable letter of credit	Five Percent (5%)
Bank guarantee	Five Percent (5%)
Surety Bond	Thirty Percent (30%)

5.4 **RIGHTS AND AUTHORITY OF PHILIPPINE PORTS AUTHORITY**

Grant the Contractor the sole and exclusive Contract for the **Preventive Maintenance Service of Four (4) Units Mitsubishi Elevators at PPA Batangas** within its vicinity subject to the scope of undertaking to be prescribed thereafter.

PPA may cause the removal/change of personnel who violated existing laws, PPA rules and regulations and those who are found incompetent.

PPA may cancel/rescind or terminate the contract in case of unsatisfactory service provided by the CONTRACTOR.

PPA may call the CONTRACTOR to conduct emergency check-up or repair of units without additional cost to PPA.

6. **PARAMETER FOR PAYMENT**

For and in consideration of the full, satisfactory and faithful performance by the Contractor of all its undertaking defined and provided for under this Terms and Conditions (TOR) and contract documents the Authority agrees to pay **monthly service fee** in the amount of **Forty One Thousand Two Hundred Pesos (PhP 41,200.00)** Philippine Currency or a total of **FOUR HUNDRED NINETY FOUR THOUSAND FOUR HUNDRED PESOS (PhP 494,400.00)** for **TWELVE (12)** months inclusive of 12% Value Added Tax, actually performed, upon submission of the following supporting documents;

- 6.1. Pictures taken during actual service; and
- 6.2. Service reports duly signed by PPA representative.

The PPA and the CONTRACTOR agreed upon and understood that the stipulated contract price shall not be subject to any upward adjustment for any cause or whatsoever.

Any or all payment/s to be made shall be subjected to existing accounting and auditing rules and regulations.

7. DURATION OF CONTRACT

The duration of contract shall be for a period of TWELVE (12) months from the date of execution of contract.

8. PROJECT PROCUREMENT AND REQUIREMENTS AND PROCEDURE

The procurement of the project shall be made through Alternative mode of Procurement particularly Direct Contracting in accordance with Sec. 31 of the IRR of RA 12009.

Recommending Approval:


MARGARITA EMELYN B. VILLAMOR
End-User / Division Manager A, Administrative Division

Approved by:


AURORA A. MENDOZA
Port Manager

Conforme:

(Authorized Signatory/Representative)