



NATIONAL FOOD AUTHORITY

Administrative and General Services Department

Visayas Avenue, Barangay VASRA, Diliman, Quezon City 1128

www.nfa.gov.ph

July 11, 2022

REQUEST FOR QUOTATION (RFQ)

MONTHLY PREVENTIVE MAINTENANCE OF TWO (2) UNITS FUJI-SINO ELEVATOR

In relation to the **Small Value Method of Procurement**, pursuant to Sec. 53.9 of the Implementing Rules and Regulations of RA 9184, please quote your lowest price on the item listed in the attached **Tender Form**. The description of the item, including other requirements, is defined/indicated in the attached **Tender Form**.

Please submit the duly accomplished **Tender Form** and **other required documents** in **sealed envelope** not later than **JUNE 18, 2022, 12:00 pm**, to:

National Food Authority
Administrative and General Services Department
General Services Division
Visayas Avenue, Diliman,
Quezon City

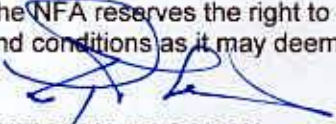
The following **eligibility documents** are also required and shall be submitted in **photocopy certified by your company's authorized representative**

1. Mayor's PERMIT / Business Permit (latest);
2. Latest Annual Income Tax Return;
3. PhilGeps Certification or Printout of PhilGeps Organizational Number; and
4. Notarized Omnibus Sworn Statement.

Below is the schedule of bidding activities:

ACTIVITY	DATE, TIME & PLACE
1. Posting of RFQ/Tender Form at PhilGEPS, NFA eBPS & conspicuous places	July 13, 2022 to July 18, 2022
2. Sending of RFQ/Tender Form	July 13, 2022 to July 18, 2022
3. Deadline for Submission of RFQ/Tender Form	July 18, 2022 at 12:00 P.M.
4. Opening of RFQ/Tender Form	June 18, 2022 at 2:00 P.M.

The NFA reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.


EVELYN H. TAGABAN
Chairperson, Small Value & Shopping Committee



TENDER FORM

TO: **EVELYN H. TAGABAN**
 Chairperson, AGSD Procurement Committee
 Administrative and General Services Department
 NATIONAL FOOD AUTHORITY
 NFA Compound, Visayas Avenue, Barangay Vasra, Diliman
 Quezon City 1128

After having carefully read and accepted your Technical Specifications, we quote you on the items at prices below:

DESCRIPTION	QTY	ABC	OFFER	
			UNIT COST	AMOUNT
MONTHLY PREVENTIVE MAINTENANCE OF TWO (2) UNITS FUJI-SINO ELEVATOR AT NFA CENTRAL OFFICE BUILDING <i>(Please see attached Terms of Reference for the Scope of Work)</i>	1 lot	P 100,000.00		
Supplier's Name:			TIN:	
Address:			E-mail Address:	
Telephone No.			Fax No.	
Supplier's Authorized Representative:			Date:	
Signature over Printed Name:				
Mode of Payment: 30 Working Days			NOTE: <i>" See attached TOR / Technical Specifications for your Reference"</i>	
Terms of Delivery: 15 Working days after receipt of approved NTP				
Validity of Offer: 120 days after opening of sealed offer				
Warranty Period: One (1) year				
The offer should include VAT for goods or services.				

NATIONAL FOOD AUTHORITY
Quezon City

TERMS OF REFERENCE

I. PROJECT TITLE:

Monthly Preventive Maintenance of Two (2) units Fuji-sino elevator

II. DISTRIBUTION:

Central Office, Visayas Avenue, Barangay Vasra, Quezon City

III. SCOPE OF WORK:

1. Examines, adjust and lubricates all the appropriate parts of all motors, controllers, brakes, door operators, rail guides, lift cars, and inspects the wear and tear condition of the equipment
2. Cleans, adjusts as necessary all machinery, ropes, sheaves fixing, controllers, gates, doors, locks, wirings, motor and safety devices
3. Check all machines and components for abnormal temperature rise, oil leaks, vibration and noise.
4. Provide necessary grease, oil, cotton waster, fuse elements fo control signals and transformers and the necessary tools in carrying out the said works.
5. Check indicator lamps, bulbs, buzzers and car lights.
6. Check leveling differences, break slippage, acceleration, deceleration and riding and riding comfort.
7. Check all load wires, termination and the operation of relays, contacts, push buttons and all safety switches.
8. Clean machine room, hoist way, car top, car pit and guide rails.
9. Examine and test once a month during a regular visit all safety devices and governors.
10. Provide emergency call service in case of breakdown, disorderly operation or malfunctioning of the equipment and shall immediately send competent technician(s) within two(2) hours from advice (verbal/written) for emergency action.
11. Submit monthly service report including recommendations, if any.

IV. ELIGIBILITY REQUIREMENTS/QUALIFIED OFFEROR:

Prospective Suppliers must submit a complete offer with the following documents duly certified by the company's authorized representative:

- PhilGeps Certification or print out of PhilGeps Organizational Number
- Latest / Valid Mayor's Permit / Business Permit
- Business / Income Tax Return
- Notarized Omnibus Sworn Statement

V. APPROVED BUDGET OF THE CONTRACT (ABC)

The ABC is **PESOS: ONE HUNDRED THOUSAND (PhP 100,000.00)** inclusive of all applicable government taxes, fees and other charges.

V. DURATION OF THE PROJECT:

For the period of August 2022 – December 2022. Preventive Maintenance shall commence upon receipt of the Notice to Proceed (NTP)

VI. RESPONSIBILITIES OF THE SUPPLIER:

1. To coordinate with AGSD-GSD of the Schedule of the preventive maintenance services to be provided by the Supplier
2. Examines, adjust and lubricates all the appropriate parts of all motors, controllers, brakes, door operators, rail guides, lift cars, and inspects the wear and tear condition of the equipment
3. Cleans, adjusts as necessary all machinery, ropes, sheaves fixing, controllers, gates, doors, locks, wirings, motor and safety devices
4. Check all machines and components for abnormal temperature rise, oil leaks, vibration and noise.
5. Provide necessary grease, oil, cotton waster, fuse elements for control signals and transformers and the necessary tools in carrying out the said works.
6. Check indicator lamps, bulbs, buzzers and car lights.
7. Check leveling differences, break slippage, acceleration, deceleration and riding and riding comfort.
8. Check all load wires, termination and the operation of relays, contacts, push buttons and all safety switches.
9. Clean machine room, hoist way, car top, car pit and guide rails.
10. Examine and test once a month during a regular visit all safety devices and governors.
11. Provide emergency call service in case of breakdown, disorderly operation or malfunctioning of the equipment and shall immediately send competent technician(s) within two (2) hours from advice (verbal/written) for emergency action.
12. To require the supplier employees to wear their uniforms and IDs while inside NFA premises for proper identification; and

13. To submit service report to AGSD-GSD immediately after completion of work, including recommendations, if any.

VII. RESPONSIBILITIES OF NFA:

1. To provide a space for the Service Provider's equipment, facilities, and working crews while performing their work assignment at NFA;
2. To supervise and oversee the technicians of the Service Provider while performing their duties;
3. To inform the service provider about any abnormal observation or malfunction of elevator units.

VIII. TERMS OF PAYMENT:

Payment shall be made in accordance with the Terms and Conditions and upon submission of Certificate of Inspection and Acceptance and other documents required for payment subject to NFA's accounting and auditing rules and regulations.

IX. LIQUIDATED DAMAGES:

Failure to comply with the Terms and Conditions of the contract will result in the payment of corresponding penalties/liquidated damages in the amount equal to 1/10 of 1% of the cost of the unperformed portion for every day of delay. NFA shall rescind the contract, without prejudice to other courses of action and remedies available for NFA.



ATTY. ANNA KARINA A. CORONEL
Department Manager, AGSD