



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 9490956  
**Procuring Entity** MARITIME INDUSTRY AUTHORITY (MARINA)  
**Title** PROCUREMENT OF SERVICE PROVIDER FOR COMPREHENSIVE PREVENTIVE MAINTENANCE AND REPAIR SERVICE (CPMRS) OF THE ESCALATORS AND ELEVATORS FOR CY 2023  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	2023-02-050	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	1
<b>Classification:</b>	Goods - General Support Services	<b>Bid Supplements</b>	0
<b>Category:</b>	General Repair and Maintenance Services	<b>Document Request List</b>	0
<b>Approved Budget for the Contract:</b>	PHP 750,000.00		
<b>Delivery Period:</b>	10 Month/s		
<b>Client Agency:</b>			
<b>Contact Person:</b>	DIR. ARSENIO F. LINGAD II The BAC Chairperson c/o BAC Office, 10th Floor, MARINA Bldg. A. Bonifacio Drive cor. 20th Street, Port Area Manila Metro Manila Philippines 1018 63-2-85246518  bacsec@marina.gov.ph	<b>Date Published</b>	17/02/2023
		<b>Last Updated / Time</b>	16/02/2023 13:58 PM
		<b>Closing Date / Time</b>	22/02/2023 12:00 PM

#### Description

PROCUREMENT OF SERVICE PROVIDER FOR COMPREHENSIVE PREVENTIVE MAINTENANCE AND REPAIR SERVICE (CPMRS) OF THE ESCALATORS AND ELEVATORS FOR CY 2023

Please find attached files.

You may visit our website at [www.marina.gov.ph](http://www.marina.gov.ph) (under transparency tab)

**Created by** DIR. ARSENIO F. LINGAD II

**Date Created** 16/02/2023

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Republic of the Philippines  
DEPARTMENT OF TRANSPORTATION



## MARITIME INDUSTRY AUTHORITY

### REQUEST FOR QUOTATION

DATE: \_\_\_\_\_

Name of Company : \_\_\_\_\_

Address : \_\_\_\_\_

Business Permit Number : \_\_\_\_\_

Company TIN Number : \_\_\_\_\_

PhilGEPS Registration Number (required): \_\_\_\_\_

Name of Representative & Designation : \_\_\_\_\_

The Maritime Industry Authority (MARINA) through its Bids and Awards Committee (BAC), intends to **PROCURE A SERVICE PROVIDER FOR COMPREHENSIVE PREVENTIVE MAINTENANCE AND REPAIR SERVICE (CPMRS) OF THE ESCALATORS AND ELEVATORS** for its **Management, Financial and Administrative Service (MFAS)** for CY 2023 in accordance with Section 53.9 (Negotiated Procurement – Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The Approved Budget for the Contract (ABC) is **Seven Hundred Fifty Thousand Pesos only (P750,000.00)**. The period for the performance of the obligations shall not go beyond of the appropriations for this Procurement Project.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by your representative **not later than 22 of February 2023** at the MARINA BAC Office located at 10<sup>th</sup> Floor MARINA Building, Bonifacio Drive cor., 20<sup>th</sup> Street, Port Area, Manila, Philippines.

A copy of your **Valid Business/Mayor's Permit**, **PhilGEPS Registration Number**, **Business/Latest Income Tax Return** and **Omnibus Sworn Statement**<sup>2</sup> are required to be submitted along with your signed quotation/proposal.

For any clarification, you may contact Ms. Ellerie Torrente or Ms. Kristen Nicole Velasco at telephone no. **(+632) 8524-6518** or email address at [bacsec@marina.gov.ph](mailto:bacsec@marina.gov.ph)

  
**DIR. ARSENIO F. LINGAD II**  
BAC Chairperson

<sup>1</sup> In case of recently expired Mayor's/Business permit, it shall be accepted together with its official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after award of contract but before payment in accordance with item 6.2 of Government Procurement Policy Board (GPPB) Resolution No. 09-2020.

<sup>2</sup> In case of Unnotarized Omnibus Sworn Statement, it shall be accepted, provided that the notarized Omnibus Sworn Statement shall be submitted after award of contract but before payment in accordance with item 6.3 of GPPB No. 09-2020

<sup>3</sup>Manually filed tax returns or filed through the EFPS

**INSTRUCTIONS:**

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the content of this form in any way.
- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

Service Provider must state here either “Comply” or any equivalent term in the column “Service Provider’s Statement of Compliance” against each of the individual parameters of each specification. 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.

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

**SCOPE OF WORK**

**PROCUREMENT OF A SERVICE PROVIDER FOR COMPREHENSIVE PREVENTIVE MAINTENANCE AND REPAIR SERVICE (CPMRS) OF THE ESCALATORS AND ELEVATORS FOR 2023**

Item	Description	Service Provider's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
1 LOT	a. The supply of supervision, labor, equipment, tools, materials, parts, and expertise for the Monthly Preventive Maintenance and Repair of four (4) units of MARINA Central Office Elevators and two (2) units of escalators located at the MARINA Central Office, for a period of ten (10) months from March to December 2023.			
	b. Conduct periodic inspection, preventive maintenance, incidental servicing, emergency service, and repair and replacement of parts of the three (3) units of elevators, two (2) units of escalators, and one (1) unit wheelchair lift as specified below:			



	<p>c. Systematically examine, clean, lubricate, adjust, apply rust protective paint, and repair/replace parts of all the machines specified above.</p> <p>d. Provide emergency repairs without additional charge and respond immediately to MARINA's report of any escalator/elevator malfunction, inoperability, or otherwise appearing to constitute a danger to users.</p>			
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*\*The above quoted prices are inclusive of all costs and applicable taxes.*

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone No.

\_\_\_\_\_  
Fax/Mobile No.

\_\_\_\_\_  
Email Address/es

The delivery schedule expressed as week/months stipulates hereafter a delivery date, which is the date to the project site.

### CONDITIONS AND SUPPLIER RESPONSIBILITIES

PROCUREMENT OF A SERVICE PROVIDER FOR COMPREHENSIVE PREVENTIVE MAINTENANCE AND REPAIR SERVICE (CPMRS) OF THE ESCALATORS AND ELEVATORS FOR 2023

Item	Description	Contract Term	Service Provider's Statement of Compliance																																										
S1 LOT	<b>SCOPE OF WORK</b>  a. The supply of supervision, labor, equipment, tools, materials, parts, and expertise for the Monthly Preventive Maintenance and Repair of four (4) units of MARINA Central Office Elevators and two (2) units of escalators located at the MARINA Central Office, for a period of ten (10) months from March to December 2023.  b. Conduct periodic inspection, preventive maintenance, incidental servicing, emergency service, and repair and replacement of parts of the three (3) units of elevators, two (2) units of escalators, and one (1) unit wheelchair lift as specified below:  <table><tr><td></td><td>ELEVATOR 1</td><td>ELEVATOR 2</td><td>ELEVATOR 3 (SCENIC)</td><td>W.CHAIR LIFT</td><td>ESC 1 &amp; ESC2</td></tr><tr><td>Type/model</td><td>TWJ1150-1.5 (MRL)</td><td>TKJ630-1.5 (with MR)</td><td>TWJ1000-1.5</td><td>SJDO 34 -3.5</td><td>KYS235-800-3500</td></tr><tr><td>Use</td><td>Passenger</td><td>Passenger</td><td>Passenger/Scenic</td><td>Passenger</td><td>Passenger</td></tr><tr><td>No. of Units</td><td>One (1)</td><td>One (1)</td><td>One (1)</td><td>One (1)</td><td>Two (2)</td></tr><tr><td>Capacity</td><td>1150 kgs</td><td>630 kgs (8 persons)</td><td>1000 kgs</td><td>340 kgs</td><td>7500 persons/hour</td></tr><tr><td>Speed</td><td>90 meters/minute</td><td>90 meters/minute</td><td>90 meters/minute</td><td>2-3 meters/minute</td><td>30 meters/minute</td></tr><tr><td>No. of stops/openings</td><td>Twelve (12) @ G,2-12</td><td>Twelve (12) @ G,2-12</td><td>Twelve (12) @ G,2-12</td><td>Two (2) @ G,2</td><td></td></tr></table>  c. Systematically examine, clean, lubricate, adjust, apply rust protective paint, and repair/replace parts of all the machines specified above.  d. Provide emergency repairs without additional charge and respond immediately to MARINA's report of any escalator/elevator malfunction, inoperability, or otherwise appearing to constitute a danger to users.		ELEVATOR 1	ELEVATOR 2	ELEVATOR 3 (SCENIC)	W.CHAIR LIFT	ESC 1 & ESC2	Type/model	TWJ1150-1.5 (MRL)	TKJ630-1.5 (with MR)	TWJ1000-1.5	SJDO 34 -3.5	KYS235-800-3500	Use	Passenger	Passenger	Passenger/Scenic	Passenger	Passenger	No. of Units	One (1)	One (1)	One (1)	One (1)	Two (2)	Capacity	1150 kgs	630 kgs (8 persons)	1000 kgs	340 kgs	7500 persons/hour	Speed	90 meters/minute	90 meters/minute	90 meters/minute	2-3 meters/minute	30 meters/minute	No. of stops/openings	Twelve (12) @ G,2-12	Twelve (12) @ G,2-12	Twelve (12) @ G,2-12	Two (2) @ G,2		The term of the Service Agreement will be for the period of ten (10) months, from March to December 2023 effective upon receipt of the Notice to Proceed by the winning bidder.	
		ELEVATOR 1	ELEVATOR 2	ELEVATOR 3 (SCENIC)	W.CHAIR LIFT	ESC 1 & ESC2																																							
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	No. of stops/openings	Twelve (12) @ G,2-12	Twelve (12) @ G,2-12	Twelve (12) @ G,2-12	Two (2) @ G,2																																								
	<b>TERMS OF CONTRACT PERIOD</b>  — The term of the Service Agreement will be for the period of ten (10) months, from March to December 2023 effective upon receipt of the Notice to Proceed by																																												

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	<p>the winning bidder.</p> <p>Extension Clause – Except to the extent as otherwise provided in the contract, and subject to the provision of RA 9184; the parties shall extend the contract on a month-to-month basis under the same, in the event that no new contract is awarded after the expiration of the current contract.</p>		
	<p><b>RESPONSIBILITIES OF SERVICE PROVIDER</b></p> <ul style="list-style-type: none"> <li>a. The Service Provider shall not make any changes or alterations to the existing mechanical equipment, circuits, circuit wiring, or sequencing, nor alter the original circuit or wiring design without the prior consent of MARINA.</li> <li>b. The Service Provider shall maintain records which shall include repair work performed, preventive Maintenance activity, spare parts utilized, and any modifications to the equipment, and/or emergency services.</li> <li>c. The Service Provider shall advise the MFAS-GSD-Building Administrator of all defective and worn-out parts to be replaced, works done and the specified downtime to be undertaken to put the equipment into normal running condition.</li> <li>d. The Service Provider will carry out such repairs and worn-out parts upon written approval by the MFAS Director.</li> <li>e. In case of an Elevator and Escalator breakdown during the conduct of preventive maintenance, it will be the Service Provider's responsibility to restore the Elevators and Escalators to normal operation within a maximum of five (5) working days after a breakdown.</li> </ul>		
	<p><b>OTHER CONDITIONS</b></p> <ul style="list-style-type: none"> <li>a. The Service Provider represents and warrants that it has the capacity to perform its obligations and undertakings according to the terms and conditions of this project, and hereby agrees and warrants that it shall faithfully observe and comply therewith.</li> <li>b. The Service Provider shall assign trained and skilled personnel in its employ who are qualified to perform preventive maintenance and repair of the MARINA Central Office Elevators and Escalators and shall submit the curriculum vitae of the supervisor/s and operators assigned to the MARINA for approval prior to being assigned to the MARINA. The MARINA has the</li> </ul>		<p style="text-align: right;">Page 5</p>



	<p>right to request for replacement of the Service Provider's personnel for whatever reason.</p> <p>c. The Service provider shall furnish tools, equipment, lubricants, and cleaning supplies as necessary to carry out their duties and responsibilities.</p> <p>d. All work and services provided for in this project are to be performed during normal working hours on regular working days. The MARINA may request the Service Provider in writing, for work outside such times at no extra cost if it affects the operation at the MARINA Central Office Building. All works and services are not required to be carried out on public holidays except when the MARINA finds it necessary in its operation.</p> <p>e. The Service Provider must ensure that all their employees assigned in MARINA observe, at a minimum, safety practices during maintenance, inspection, or testing procedures which include but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• Wearing of proper protective equipment when performing maintenance, inspection, and testing tasks.</li> <li>• If applicable, provide signage and/or barriers, especially at hoisting doors</li> <li>• Adherence to good housekeeping practices</li> </ul> <p>f. MARINA shall have the sole option to cancel/terminate the contract at any time for violation of any of the terms and conditions thereof and/or if, in its judgment, the service it has rendered is substandard and/or unsatisfactory;</p> <p>g. The Contractor nor the MARINA will not allow any third party to do any repair work or replace any part or component of the subject equipment without written consent/approval of both parties.</p>	
	<p><b>SERVICE SCHEDULE</b></p> <p>— All regular services will be conducted during regular working hours, Monday to Friday from 8:00 a.m. to 5:00 p.m., and, whenever necessary, Saturdays and Holidays, with no extra cost to MARINA.</p>	
	<p><b>ELIGIBILITY REQUIREMENTS</b></p> <p>— Prospective bidders shall have to submit the following</p>	<p style="text-align: right;">Page 6</p>

	<p>documents:</p> <ol style="list-style-type: none"> <li>1. DTI Business Registration or SEC Certificate</li> <li>2. Valid PhilGEPs Registration</li> <li>3. Updated Business/Mayor's Permit</li> <li>4. Income/Business Tax Return</li> <li>5. Omnibus Sworn Statement</li> </ol>		
	<p><b>MARINA REQUIREMENTS</b></p> <p>— Prospective bidders shall acquire/submit the following requirements/documents stated below:</p> <ol style="list-style-type: none"> <li>a. DTI Business Registration or SEC Certification showing that the company has a minimum of five (5) years of experience in the elevator and escalator maintenance and repair industry.</li> <li>b. Certification showing that the company has sufficient supervision, qualified service technician personnel, equipment, and materials to address all MARINA'S issues/concerns effectively (documents have to be submitted to MARINA).</li> <li>c. Provide the required certification from the City Engineer's Office attesting to the operational integrity and safety of the machines as requisite to securing the necessary annual certificate to operate from the City Engineer's Office.</li> <li>d. Certificate of Inspection of the elevators/escalators shall be requested by the service provider.</li> <li>e. Service Provider must submit Certification Client Satisfaction Rating as proof of satisfactorily providing similar service with other government agency or private entity within two (2) years preceding the submission of the quotation.</li> <li>f. The Service Provider shall have an office/branch in Metro Manila.</li> </ol>		



	<b>LIQUIDATED DAMAGES</b> — When the Service Provider fails to satisfactorily deliver goods within the specified delivery schedule, inclusive of duly granted time extensions, if any, the Service Provider shall be liable for damages for the delay and shall pay the procuring entity liquidated damages, an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods scheduled for delivery, for every day of delay until such goods are finally delivered and accepted by the procuring entity concerned		
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\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone No.

\_\_\_\_\_  
Fax/Mobile No.

\_\_\_\_\_  
Email Address/es

**FINANCIAL OFFER**

**PROCUREMENT OF A SERVICE PROVIDER FOR COMPREHENSIVE  
PREVENTIVE MAINTENANCE AND REPAIR SERVICE (CPMRS) OF THE  
ESCALATORS AND ELEVATORS FOR 2023**

Approved Budget for the Contract (ABC)	Total Offered Quotation
<b>Seven Hundred Fifty Thousand Pesos only (P750,000.00)</b>	In words: _____ _____ _____  In figures: _____ _____ _____

**Terms of Payment:**

— The **Comprehensive Preventive Maintenance and Repair Service Fee** shall be paid monthly upon submission of the following documents from the Service Provider subject to all applicable taxes:

- Letter Request for Payment; and,
- Monthly Service Reports on the Preventive Maintenance of the Elevators complete with findings, recommendations, parts, and equipment that needs to be repaired or replaced duly signed by a MARINA authorized representative.

**Payment Details:**

Banking Institution : \_\_\_\_\_  
Account Number : \_\_\_\_\_  
Account Name : \_\_\_\_\_  
Branch : \_\_\_\_\_

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone No.

\_\_\_\_\_  
Fax/Mobile No.

\_\_\_\_\_  
Email Address/es

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**TERMS AND CONDITIONS:**

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of *thirty (30) calendar days* from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. **All submissions in response to this RFQ shall be in hard copy only. Soft copies will not be entertained.**
6. Award of contract shall be made to lowest calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
7. 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.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The MARINA shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the MARINA-BAC 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.
11. **Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the supplier's account.**
12. Liquidated damages equivalent to one tenth of one percent (0.1%) of value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The MARINA shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract. Without prejudice to other courses of action and remedies open to it.

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

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**TERMS OF REFERENCE (TOR)**

**PROCUREMENT OF A SERVICE PROVIDER FOR COMPREHENSIVE  
PREVENTIVE MAINTENANCE AND REPAIR SERVICE (CPMRS) OF  
THE ESCALATORS AND ELEVATORS**

**MARINA Building, 20<sup>th</sup> street cor. A Bonifacio Drive,  
Port Area (South), Manila**

## **TERMS OF REFERENCE (TOR)**

### **COMPREHENSIVE PREVENTIVE MAINTENANCE AND REPAIR SERVICE (CPMRS) OF THE ESCALATORS AND ELEVATORS OF THE MARINA Building AT 20<sup>th</sup> Street cor. Rail Road Street cor. Bonifacio Drive, South Harbor Manila for 2023**

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#### **1. PURPOSE**

The purpose of the Preventive Maintenance and Repair Service of Elevators and Escalators of the MARINA Central Office is to have monthly periodic preventive maintenance and repair of the elevators and escalators and all their parts and components to ensure continuous operation and safety of the passengers.

#### **2. APPROVED BUDGET OF THE CONTRACT**

The total Approved Budget for the Contract (ABC) for this procurement is Seven Hundred Fifty Thousand Pesos (P750,000.00), inclusive of all applicable national and local taxes. The source of funds is the General Appropriation ACT 2023.

#### **3. TERMS OF CONTRACT PERIOD**

The term of the Service Agreement will be for the period of ten (10) months, from March to December 2023 effective upon receipt of the Notice to Proceed by the winning bidder.

Extension Clause – Except to the extent as otherwise provided in the contract, and subject to the provision of RA 9184; the parties shall extend the contract on a month-to-month basis under the same, in the event that no new contract is awarded after the expiration of the current contract.

#### **4. SCOPE OF WORK**

- a. The supply of supervision, labor, equipment, tools, materials, parts, and expertise for the Monthly Preventive Maintenance and Repair of four (4) units of MARINA Central Office Elevators and two (2) units of escalators located at the MARINA Central Office, for a period of ten (10) months from March to December 2023.
- b. Conduct periodic inspection, preventive maintenance, incidental servicing, emergency service, and repair and replacement of parts of the three (3) units of elevators, two (2) units of escalators, and one (1) unit wheelchair lift as specified below:

	ELEVATOR 1	ELEVATOR 2	ELEVATOR 3 (SCENIC)	W.CHAIR LIFT	ESC 1 & ESC2
Type/model	TWJ1150-1.5 (MRL)	TKJ630-1.5 (with MR)	TWJ1000-1.5	SJDO.34-3.5	KYS235-800-3500
Use	Passenger	Passenger	Passenger/Scenic	Passenger	Passenger
No. of Units	One (1)	One (1)	One (1)	One (1)	Two (2)
Capacity	1150 kgs	630 kgs (8 persons)	1000 kgs	340 kgs	7500 persons/hour
Speed	90 meters/minute	90 meters/minute	90 meters/minute	2-3 meters/minute	30 meters/minute
No. of stops/openings	Twelve (12) @ G,2-12	Twelve (12) @ G,2-12	Twelve (12) @ G,2-12	Two (2) @ G,2	

- c. Systematically examine, clean, lubricate, adjust, apply rust protective paint, and repair/replace parts of all the machines specified above.
- d. Provide emergency repairs without additional charge and respond immediately to MARINA's report of any escalator/elevator malfunction, inoperability, or otherwise appearing to constitute a danger to users.

##### 5. RESPONSIBILITIES OF SERVICE PROVIDER

- a. The Service Provider shall not make any changes or alterations to the existing mechanical equipment, circuits, circuit wiring, or sequencing, nor alter the original circuit or wiring design without the prior consent of MARINA.
- b. The Service Provider shall maintain records which shall include repair work performed, preventive Maintenance activity, spare parts utilized, and any modifications to the equipment, and/or emergency services.
- c. The Service Provider shall advise the MFAS-GSD-Building Administrator of all defective and worn-out parts to be replaced, works done and the specified downtime to be undertaken to put the equipment into normal running condition.
- ~~X~~d. The Service Provider will carry out such repairs and worn-out parts upon written approval by the MFAS Director.
- e. In case of Elevator and Escalator breakdown during the conduct of preventive maintenance, it will be the Service Provider's responsibility to restore the Elevators and Escalators to normal operation within a maximum of five (5) working days after a breakdown.



## 6. OTHER CONDITIONS

- a. The Service Provider represents and warrants that it has the capacity to perform its obligations and undertakings according to the terms and conditions of this project, and hereby agrees and warrants that it shall faithfully observe and comply therewith.
- b. The Service Provider shall assign trained and skilled personnel in its employ who are qualified to perform preventive maintenance and repair of the MARINA Central Office Elevators and Escalators and shall submit the curriculum vitae of the supervisor/s and operators assigned to the MARINA for approval prior to being assigned to the MARINA. The MARINA has the right to request for replacement of the Service Provider's personnel for whatever reason.
- c. The Service provider shall furnish tools, equipment, lubricants, and cleaning supplies as necessary to carry out their duties and responsibilities.
- d. All work and services provided for in this project are to be performed during normal working hours on regular working days. The MARINA may request the Service Provider in writing, for work outside such times at no extra cost if it affects the operation at the MARINA Central Office Building. All works and services are not required to be carried out on public holidays except when the MARINA finds it necessary in its operation.
- e. The Service Provider must ensure that all their employees assigned in MARINA observe, at a minimum, safety practices during maintenance, inspection, or testing procedures which include but not limited to the following:
  - Wearing of proper protective equipment when performing maintenance, inspection and testing tasks.
  - If applicable, provide signage and/barriers especially at hoisting doors
  - Adherence to good housekeeping practices
- f. MARINA shall have the sole option to cancel/terminate the contract at any time for violation of any of the terms and conditions thereof and/or, if in its judgment, the service it has rendered is substandard and/or unsatisfactory;
- g. The Contractor nor the MARINA will not allow any third party to do any repair work or replace any part or component of the subject equipment without written consent/approval of both parties.

## 7. SERVICE SCHEDULE

All regular services will be conducted during regular working hours, Monday to Friday from 8:00 a.m. to 5:00 p.m., and, whenever necessary, Saturdays and Holidays, with no extra cost to MARINA.

## 8. ELIGIBILITY REQUIREMENTS

Prospective bidders shall have to submit the following documents:

1. DTI Business Registration or SEC Certificate
2. Valid PhilGEPs Registration
3. Updated Business/Mayor's Permit
4. Income/Business Tax Return
5. Omnibus Sworn Statement

## 9. MARINA REQUIREMENTS

Prospective bidders shall acquire/submit the following requirements/documents stated below:

- a. DTI Business Registration or SEC Certification showing that the company has a minimum of five (5) years of experience in the elevator and escalator maintenance and repair industry.
- b. Certification showing that the company has sufficient supervision, qualified service technician personnel, equipment, and materials to address all MARINA'S issues/concerns effectively (documents have to be submitted to MARINA).
- c. Provide the required certification from the City Engineer's Office attesting to the operational integrity and safety of the machines as requisite to securing the necessary annual certificate to operate from the City Engineer's Office.
- d. Certificate of Inspection of the elevators/escalators shall be requested by the service provider.
- e. Service Provider must submit Certification Client Satisfaction Rating as proof of satisfactorily providing similar service with other government agency or private entity within two (2) years preceding the submission of the quotation.
- f. The Service Provider shall have an office/branch in Metro Manila.

## 10. PAYMENT TERM

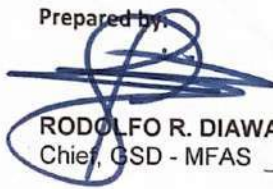
- a. The **Comprehensive Preventive Maintenance and Repair Service Fee** shall be paid monthly upon submission of the following documents from the Service Provider subject to all applicable taxes:
  - Letter Request for Payment; and,
  - Monthly Service Reports on the Preventive Maintenance of the Elevators complete with findings, recommendations, parts, and

equipment that needs to be repaired or replaced duly signed by a MARINA authorized representative.

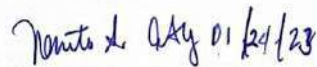
#### 11. LIQUIDATED DAMAGES

When the Service Provider fails to satisfactorily deliver goods within the specified delivery schedule, inclusive of duly granted time extensions, if any, the Service Provider shall be liable for damages for the delay and shall pay the procuring entity liquidated damages, an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods scheduled for delivery, for every day of delay until such goods are finally delivered and accepted by the procuring entity concerned

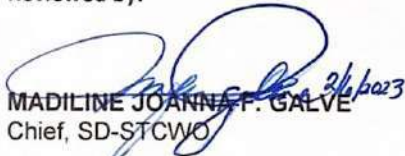
Prepared by:


  
RODOLFO R. DIAWA  
Chief, GSD - MFAS

Recommending Approval:

  
NENITA S. ATIENZA  
Director II, MFAS

Reviewed by:

  
MADILINE JOANNE F. GALVE  
Chief, SD-STCWO

  
ARSENIO F. LINGAD, II  
Director II, MFAS

APPROVED / ~~DISAPPROVED~~:

FOR:

  
ATTY. HERNANI N. FABIA  
Administrator 2/04/2023





Republic of the Philippines  
Department of Transportation  
**MARITIME INDUSTRY AUTHORITY**

**PURCHASE REQUEST**

Office: MFAS Division/Section: GSD		PR No.: 2023-02-050 SAI No.: 03 FEB 2023			
Item No.	Unit	Item Description	Qty	Unit Cost	Total Cost
1	lot	Procurement of a Service Provider for Comprehensive Preventive Maintenance and Repair Service (CPMRS) of the Escalators and Elevators for C.Y. 2023	1		750,000.00
		xxxxx nothing follows xxxxx			
					750,000.00
Signature:		Requisitioning Officer			
Printed Name:		RODOLFO R. DIAWA			
Designation:		CHIEF, GSD-MFAS			
Purpose:		To ensure continuous operation of the elevators and escalators at MARINA Central Office.			
<input checked="" type="checkbox"/> FUNDS AVAILABLE <input type="checkbox"/> NO FUNDS AVAILABLE		<b>CERTIFICATION</b> ATTY. MARVIC S. RAMOS, CPA Chief, Budget Division			
		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved			
Signature:		FOR: <i>[Signature]</i>			
Printed Name:		Atty. HERNANI N. FABIA			
Designation:		Administrator 2/04/2023 2/3/23			
Note: Please indicate specific purpose other than "for official use of the Office." (e.g. monthly regular supplies, as per APP. special projects, etc.)					

INCLUDED IN THE APPROPRIATE  
CERTIFIED BY:  
**MELLANIE T. BALIN**  
Chief, Administrative Services  
PROCUREMENT DIVISION, MFAS

## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical



Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*  
Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*