



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 7870874

Procuring Entity MARITIME INDUSTRY AUTHORITY (MARINA)

Title PROCUREMENT OF THE MONTHLY PREVENTIVE MAINTENANCE AND SERVICE (PMS) OF THE ESCALATORS AND ELEVATORS AT THE MARINA CENTRAL OFFICE BUILDING.

Area of Delivery Metro Manila

Solicitation Number:	2021-04-115	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Associated Components	1
Classification:	Goods		
Category:	General Repair and Maintenance Services	Bid Supplements	0
Approved Budget for the Contract:	PHP 600,000.00		
Delivery Period:	5 Month/s	Document Request List	0
Client Agency:			
Contact Person:	VADM Rene V. Medina AFP (Ret) The BAC Chairperson MARINA Building, A. Bonifacio Drive corner 20th St Port Area, Manila Metro Manila Philippines 1018 63-2-85246518 63-2-85246518 2021marinabac@gmail.com	Date Published	27/07/2021
		Last Updated / Time	26/07/2021 11:56 AM
		Closing Date / Time	30/07/2021 13:00 PM
Description PROCUREMENT OF THE MONTHLY PREVENTIVE MAINTENANCE AND SERVICE (PMS) OF THE ESCALATORS AND ELEVATORS AT THE MARINA CENTRAL OFFICE BUILDING. You may visit our website at marina.gov.ph (under transparency tab)			

Created by VADM Rene V. Medina AFP (Ret)

Date Created 26/07/2021

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system.

TERMS OF REFERENCE (TOR)

PROCUREMENT OF THE MONTHLY PREVENTIVE MAINTENANCE AND SERVICE (PMS) OF THE ESCALATORS AND ELEVATORS AT THE MARINA CENTRAL OFFICE BUILDING

1. RATIONALE

The Maritime Industry Authority (MARINA), a government agency under Department of Transportation (DOTr) established pursuant to Presidential Decree (PD) no. 479 (1974) wishes to invite prospective bidders to conduct monthly Preventive Maintenance and Service (PMS) of the escalators and elevators installed at the MARINA Central Office building located at 20th St. Cor A. Bonifacio Drive, Port Area, Manila.

2. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract for this project procurement is **One Hundred Twenty Thousand Pesos (P120,000.00)** per month, a total of **Six Hundred Thousand Pesos (P600,000.00)** for the period of **five (5) months from August to December 2021**, inclusive of all applicable national and local taxes.

3. OBJECTIVES

To ensure that all vertical conveyors installed in the MARINA Central Office are working and operating in good condition for the safety of all employees, officials and stakeholders occupying/utilizing the building.

4. SCOPE OF WORK

The prospective bidders/Contractor shall have to perform the following activities:

- a. The Contractor shall be required to conduct once a month during regular working days in accordance with the existing government regulations, or more often as the need arises, including emergency calls at any time without additional cost to MARINA for the inspection and preventive maintenance of the following units 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	
Inclination Degree					
Rise	35° Rise 3500 mm				

- b. The Contractor shall systematically examine, clean, lubricate, adjust, apply rust protective paint and repair/replace parts of all the machines specified above. Replacement of parts (if any) may be chargeable subject to MARINA's approval;
- c. The Contractor shall supply and standby technician tools, gadgets and equipment necessary to carry its duties and responsibilities.
- d. The Contractor shall have available for timely delivery and installation, sufficient access to spare parts for the repair of elevators/escalators.
- e. The Contractor shall provide twenty-four (24) hour service without additional charge and respond immediately to MARINA's report of any escalator/elevator malfunction, inoperability or otherwise appear to constitute danger to users.
- f. The Contractor 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 prior consent of MARINA.
- 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.
- h. Not more than one elevator or escalator shall be put out of service at one time for regular maintenance lubrication and servicing during regular office hours, Monday to Friday from 8:00 a.m. to 5:00 p.m.
- i. Maintenance records shall include repair work performed, preventive Maintenance activity, spare parts utilized and any modifications to the equipment whether charged to MARINA or not, and/or emergency services.

5. CONTRACT TERM

- a. The term of the Service Agreement will be for the period of five (5) months, from August to December 2021 effective upon receipt of the Notice to Proceed by winning bidder.
- b. 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;
- c. The service provider/contractor shall maintain a satisfactory level of performance throughout the term of the contract based on a prescribed set of performance criteria, which shall include, among others: (i) quality of service delivered; (ii) time management; (iii) management and suitability of personnel; (iv) contract administration and management; and (v) provision of regular progress reports;

6. 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 Saturday when necessary, with no extra cost to MARINA.

7. MARINA REQUIREMENTS

Prospective bidders shall acquire the following requirements stated below:

- ✓ • Minimum five (5) years in the elevator and escalator maintenance and repair industry.
- ✓ • Have sufficient supervision, qualified service technician personnel, equipment and materials to address all MARINA's issues/concerns effectively (documents have to be submitted to MARINA).
- Provide the required certification 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.
- Certificate of Inspection of the elevators/escalators shall be processed by the service provider.

8. PAYMENT TERM

Monthly payment is within fifteen (15) to thirty (30) days after end of each billing month complete with supporting documents.

9. DOCUMENTS TO BE SUBMITTED

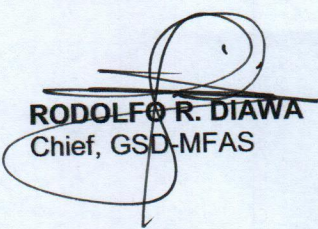
Prospective bidders shall have to submit the following documents:

1. Price Quotation
2. Valid PhilGEPS Registration
3. Updated Business/Mayor's Permit
4. Tax Clearance

Prepared by:


VIEN CONSTANTINE C. MESINA
Sr. MIDS/ Building Supervisor
GSD-MFAS

Noted By:


RODOLFO R. DIAWA
Chief, GSD-MFAS



Republic of the Philippines
Department of Transportation
MARITIME INDUSTRY AUTHORITY

PURCHASE REQUEST

Office: MFAS Division/Section: GSD			PR No.: 2021-04-115 SAI No.: APRIL 06, 2021		
Item No.	Unit	Item Description	Qty	Unit Cost	Total Cost
1	lot	Procurement of the Monthly Preventive Maintenance and Service (PMS) of the Escalators and Elevators at the MARINA Central Office Period Covered: August -December 2021 (5months) xxxxxxx nothing follows xxxxxxxx	1		600,000.00
					600,000.00
Requisitioning Officer					
Signature:					
Printed Name:		ROBOLFO R. DIAWA			
Designation		Chief, GSD-MFAS			
Purpose		To ensure all vertical conveyors installed in the MARINA Central Office are working and operating in good condition for the safety of all employees, officials, and stakeholders occupying/utilizing the building.			
CERTIFICATION					
<input checked="" type="checkbox"/> FUNDS AVAILABLE <input type="checkbox"/> NO FUNDS AVAILABLE					
		RALPH A. NARVAEZ Chief, Budget Division			
		<input type="checkbox"/> Approved		<input type="checkbox"/> Disapproved	
Signature:					
Printed Name:		VADM ROBERT A EMPEDRAD AFP (Ret)			
Designation		Administrator			
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 SUPPLEMENTAL
APP FOR CY _____

MARINA BAC SECRETARIAT

Omnibus Sworn Statement (Revised)

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]