



REQUEST FOR QUOTATION

One (1) – Time Comprehensive Preventive Maintenance Services of Schneider Freight Elevator, 14 Stops, 2000KGS Capacity

Procuring Entity : DBP Head Office
Solicitation Number : P-CFMD-25-00587
Date of Posting/Canvass : 10/21/2025
Deadline of Submission : 10/24/2025 (10:00 AM)
Approved Budget for the Contract (ABC) : ₱315,840.00

Kindly refer to the attached Terms of Reference for details and other conditions.

Please be guided by the following:

1. All entries in the proposal/quotation must be typewritten.
2. Price quotation must be based on the Terms of Reference (TOR) / Scope of Work/Services (SOW) / Technical Specifications (TS), as applicable and must be duly signed by the vendor's representative.
3. Price quotation (Unit Cost) must be inclusive of VAT and other applicable taxes/charges.
4. The open price quotation must include the documentary requirements (see below) and must be submitted through the email address below or to the Procurement Unit-PIMD, DBP Head Office, Sen. Gil Puyat Ave., cor. Makati Ave., Makati City.
5. No down-payment or advanced payment.
6. Price quotation with incomplete documentary requirement shall not be considered for evaluation.

Documentary Requirements:

- Signed Formal Quotation/Proposal (using Supplier's Letterhead) with Scope of Services/Technical Specifications to prove compliance with DBP requirements;
- Proof of PhilGEPS Registration;
- Valid/Updated (2025) Mayor's/Business permit;
- Omnibus Sworn Statement [with eleven (11) statements] (For ABC's above P50K);
- Secretary's Certificate as applicable for Partnership and Corporation;
- Signed/Conformed DBP Terms of Reference (with date, name and signature of Supplier's Authorized Representative per page);
- Accomplished and Signed DBP Privacy Consent Form (with date, name and signature of Supplier's Authorized Representative)

For submission of proposal and any inquiry, you may contact the following personnel:

CLYD JUSTINE U. ESGUERRA / cjuesguerra@dbp.ph / 8818-9511 local 2603 / 0916-683-7151



PROJECT : ONE (1) - TIME COMPREHENSIVE PREVENTIVE MAINTENANCE SERVICES OF SCHNEIDER FREIGHT ELEVATOR, 14 STOPS, 2000KGS CAPACITY

LOCATION : DBP HEAD OFFICE, SEN. GIL J. PUYAT AVE. CORNER MAKATI AVE. MAKATI CITY, PHILIPPINES

SUBJECT : TERMS OF REFERENCE

The Project shall cover the supply of labor and materials for the One (1) - time comprehensive preventive maintenance services of Schneider freight elevator, at DBP Head Office Building, Sen. Gil Puyat Avenue, corner Makati Avenue, Makati City.

MODE OF PROCUREMENT: SMALL VALUE PROCUREMENT

I. APPROVED BUDGET FOR THE CONTRACT (ABC): THREE HUNDRED FIFTEEN THOUSAND EIGHT HUNDRED FORTY AND 00/100 PESOS (Php 315,840.00) — inclusive of VAT/applicable taxes and other charges.

II. SCOPE OF SERVICES

1.1 PROVIDE ONE-TIME COMPREHENSIVE PREVENTIVE MAINTENANCE SERVICES FOR THE FREIGHT ELEVATOR INCLUDING BUT NOT LIMITED TO THE FOLLOWING:

- ✓ a) Lubricate and adjust all machinery motors, control parts, chains, brakes and safety appliances.
- ✓ b) Provide necessary grease and cotton waste related maintenance.
- ✓ c) All other necessary procedures to properly maintain the equipment in good operational condition.
- ✓ d) Submit service report indicating status/ condition of the equipment and recommendation to avoid frequent failure of the equipment.
- ✓ e) Provide technicians to conduct troubleshooting and repair services.
- ✓ f) Provide spare parts and other materials needed for the repair after inspection.
- ✓ g) Undertake necessary repair services to make the elevator operational and in good condition.
- ✓ h) The Supplier shall issue a Certificate of Good/Safe Running Condition for the Freight elevator duly signed and sealed by a Professional Mechanical Engineer.

Conformed by:

Company: _____

Signature over

Printed Name: _____

Date: _____



1.2 PARTS COVERAGE FOR MAINTENANCE SERVICES

COMPREHENSIVE PREVENTIVE

CONTROL PANEL	
- Power Transistor - Cooling Fan - Relay - Resistors - Capacitors Unit - Terminal Block	- Diode - Transformer - Fuse Free Breaker - Fuse - Interphone Unit
MACHINE	
- Machine Cushion - Brake Lining	Machine Cushion
TRANSFORMER GOVERNOR AND COMPENSATING	
Governor Ropes	Cables
CAR TOP	
- Fan - Emergency Switch - Maintenance Switch	- Proximity Floor Detector - Rope - Safety Switch
GOVERNOR LIMIT SW	
- Limit Switch Assy - Final Limit Switch (FLS)	- Down Limit Switch (DLS) - Slow Down Switch (SDS)
SUPERVISORY	
- DOT Matrix Display - Key Switch - Interphone Unit - Buzzer - LED Floor Detector - Spring/Custom for Ropes	- Battery 12v - Battery 6/24v - Guide Shoe/Roller - Oiler Box - Pulley (if any)

DOOR MACHINE	
- Door Belt - CAM Roller - Switch Gate Switch (GS) - Limit Switch	- Pulley Tension - Spring - Door Rail
CAR DOOR	
- Safety Shoe - Safety Shoe Stopper - Retraction Bracket - Door Guide Shoe	- Door Stopper - Door Cushion - Interphone Unit - Operation Switch
UNDER CAR	
- Load Sensor - Cushion - Safety Wedge	- Guide Shoe/Roller - Safety Switch - Travelling Cable
COUNTERWEIGHT	
- Guide Shoe - Spring for Ropes	Safety Wedge (if any)
LIMIT SWITCH	
- Limit Switch Assy - Final Limit Switch (FLS)	- Down Limit Switch (DLS) - Slow Down Switch (SDS)
HATCH DOOR	
- Door Lock Switch - HOP Board - Hatch Door - Roller - Door Hanger - Door Rail	- Door Spring - Door Rope - Door Guide Shoe - Door Pulley - HOP Indicator - Micro Push Button

Conformed by:

Company: _____

Signature over

Printed Name: _____

Date: _____

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1.3 EXCLUSION AND LIMITATION OF WORKS

1. Major Component Repair such as;
 - ✓ a. Traction machine.
 - ✓ b. Main controller board
 - ✓ c. Door operator motor assembly
 - ✓ d. Inverter or VVVF drive unit.
- ✓ 2. Modernization or upgrades due to obsolescence.
- ✓ 3. Damages due to negligence, tampering, misuse of third-party interference.
- ✓ 4. System issues caused by external power supply, water ingress or civil works.
- ✓ 5. Repairs to aesthetic part (mirror/stainless panels, flooring, ceiling light diffuser, handrails, or aesthetic parts).
- ✓ 6. Testing by third-party or government inspectors (e.g. DOLE, Fire Department) or Special Testing requested outside of PMS scope unless agreed.
- ✓ 7. Works outside normal working hours (subject to overtime charges otherwise agreed)
- ✓ 8. Other major repair work is required by circumstances, in which case, additional costs of materials and services may be charged.

III. CONDITIONS OF THE CONTRACT

- ✓ 1. DBP may terminate/cancel the Purchase Order (PO) if the Supplier fails to deliver, perform and comply with its obligation.
- ✓ 2. **Completion Period:** The Supplier shall complete the project within thirty (30) calendar days after receipt of Notice to Proceed (NTP).
- ✓ 3. **Project location:** DBP Head Office Building), Sen. Gil J. Puyat Ave. cor. Makati Ave., Makati City.
- ✓ 4. **Warranty and Retention:** In case of defect and/or any occurrence of malfunction within one (1) year from the date of completion, the Supplier shall be required to replace/repair the affected part/s with another new part/s with the same brand and model within three (3) days without additional cost to the bank.

Conformed by:

Company: _____

ONE (1)

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Signature over

Printed Name: _____

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Date: _____

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IV. LIQUIDATED DAMAGES

✓ The supplier, manufacturer, or distributor shall deliver the goods and services procured within the period as specified in the Contract.

✓ Liquidated damages shall be imposed if any or all of the contracted Goods remain undelivered on the specified date, including the duly granted extensions.

✓ When the supplier, manufacturer, or distributor fails to satisfactorily deliver the goods and services under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the supplier, manufacturer, or distributor shall be liable for liquidated damages in an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods and services scheduled for delivery for every day of delay until such goods and services are finally delivered and accepted by the Procuring Entity. The Procuring Entity need not prove that it has incurred actual damages to be entitled to liquidated damages. Such amount shall be deducted from any money due, or which may become due to the supplier, manufacturer, distributor, or collected from any securities or warranties posted by the supplier, manufacturer, or distributor, whichever is convenient to the Procuring Entity.

✓ In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, the Procuring Entity may rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid.

✓ If delays shall be incurred beyond its control, the supplier, manufacturer, or distributor shall promptly notify the Procuring Entity in writing, providing details of the causes and duration of the expected delay. The Procuring Entity may, at its discretion, grant a time extension based on meritorious grounds, with or without the imposition of liquidated damages.

V. PAYMENT

✓ Payment shall be processed after completion of the project and upon issuance of the Certificate of Completion and Acceptance by DBP subject to the submission of complete documents for payment (e.g. Invoice, Billing Statement/Statement of Account).

VI. DOCUMENTARY REQUIREMENTS:

Interested Supplier/s must submit the following:

Conformed by:

Company: _____

✓ • Proposal/Quotation

Signature over

✓ • Proof of PhilGEPS Registration

Printed Name: _____

✓ • 2025 Mayor's/Business Permit

Date: _____

✓ • Updated/latest Omnibus Sworn Statement

✓ • Secretary's Certificate (for supplier under partnership/corporation)

✓ • Signed Data Privacy Consent Form

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Recommended by:

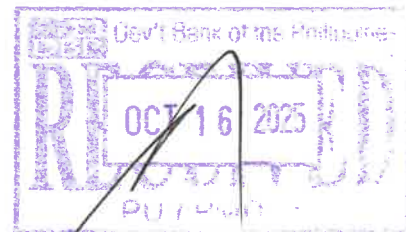
SIGNED

SM EDWIN C. DIZON
Head, RMU-CFMD

Approved by:

SIGNED

SAVP ALBERTO SANTIAGO A. BERMEJO
Officer-In-Charge, CFMD
Per Sector Order No. 513 dated 08/20/2025



Conformed by:

Company: _____

Signature over

Printed Name: _____

Date: _____



Name of Project	One (1) - Time Comprehensive Preventive Maintenance Services of Schneider Freight Elevator, 14 Stops, 2000KGS Capacity
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I, _____, (Address) _____,
(Contact Number) _____, (Email Address) _____ hereby authorize/consent to the processing of personal and other related business information which I voluntarily provided to the **Development Bank of the Philippines (DBP)** and understand, acknowledge and agree to the following specific purposes and terms:

I authorize DBP for **processing**¹ and using my personal and other related business information, including but not limited to my name, address, contact details, and any other relevant information necessary for the evaluation process.

I understand that appropriate security measures shall be implemented by DBP for the protection of my personal and other related business information and shall be treated confidentially. Similarly, such information shall only be disclosed to authorized personnel involved in the bids and awards process of DBP.

I acknowledge that my personal and other related business information may be retained by DBP for as long as deemed necessary to fulfill the purposes specified/stated in this consent form, or as required by applicable policies, laws or regulations.

I understand that I have the right to access and request correction of my personal and other related business information held by DBP to correct any error and inaccuracy, in accordance with applicable data privacy laws.

I understand that I have the right to withdraw my consent, and request DBP to stop the **processing** of my personal and business information which may cease/ terminate/ discontinue the evaluation and other related procurement processes.

I agree that any confidential information obtained during my participation in the bid and procurement procedures shall not be disclosed to any third party other than its intended purpose.

By signing below, I acknowledge that I have read and understood the terms and purposes of this consent form and agree to the **processing** of my personal and other related business information as described.

Signature over Printed Name

Date Signed

ADDITIONAL INFORMATION

For inquiries or complaints, you may contact the Development Bank of the Philippines (DBP), Attention to: the **DBP Data Protection Officer or the DBP Customer Experience Management Department**, Sen. Gil J. Puyat Ave. cor. Makati Ave., Makati City, Philippines, Telephone No. (02) 8818-9511 to 20/ (02) 8818-9611 to 20, email: info@dbp.ph.

¹**PROCESSING** - refers to any operation or any set of operations performed upon personal data including but not limited to, the collection, recording, organization, storage, updating or modification, retrieval, consultation, use, consolidation, blocking, erasure or destruction of data.