

BIDS AND AWARDS COMMITTEE

NOTICE OF NEGOTIATED PROCUREMENT

The Philippine International Convention Center (PICC) announces that the Bids and Awards Committee (BAC) will conduct a Negotiated Procurement for the **One (1) Year Contract for the Monthly Preventive Maintenance Service of Eighteen (18) Units Mitsubishi Escalators and Four (4) Units Elevators**. The total Approved Budget for Contract (ABC) for this requirement is **ONE MILLION TWO HUNDRED SEVENTY-SIX THOUSAND THREE HUNDRED NINETY-FIVE PESOS AND NINETY-SIX CENTAVOS (Php1,276,395.96), VAT Inclusive**.

This will be undertaken in accordance with Sec. 53.1, Two Failed Bids, of the Revised Implementing Rules and Regulations (RIRR) of Republic Act No. 9184 otherwise known as “The Government Procurement Reform Act”.

A complete set of documents may be obtained by interested bidders from October 19, 2023 to on or before 3:00 p.m. of October 26, 2023.

Submission of proposals will be on or before 3:00 p.m. of October 26, 2023, at the BAC Secretariat Office, Ground Floor, Delegation Building, PICC Complex, 1307 Pasay City. Attached are the specifications for this particular procurement.



MELPIN A. GONZAGA
Chairman

BIDS AND AWARDS COMMITTEE (BAC)

NEGOTIATED PROCUREMENT

Sir:

We wish to inform you that the procurement of the **One (1) Year Contract for the Monthly Preventive Maintenance Service of Eighteen (18) Units Mitsubishi Escalators and Four (4) Units Elevators**, will be done by way of Alternative Method of Procurement through Negotiated Procurement.

The total Approved Budget for Contract (ABC) for this project is **ONE MILLION TWO HUNDRED SEVENTY-SIX THOUSAND THREE HUNDRED NINETY-FIVE PESOS AND NINETY-SIX CENTAVOS (Php1,276,395.96), VAT Inclusive.**

Please submit your proposal on or before **3:00 p.m. of October 26, 2023** at the BAC Secretariat, Ground floor, Delegation Building, PICC together with the following:

A. ELIGIBILITY DOCUMENTS:

1. Certified photocopy of the valid and current Phil-GEPS Certificate of Registration – Platinum Membership.

If any of the documents mentioned in Annex “A” is not current, the new document should be submitted.

2. Statement of all on-going government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid;
3. Statement of the Single Largest Completed Contract (SLCC) one (1) or two (2) similar to this requirements, the amount of which shall be at least fifty percent (50%) of the ABC, entered into within the last ten (10) years from the date of submission and opening of bid. Attach to such statement the following;

- a. Certified photocopy of the SLCC; and
- b. Certificate of Acceptance or Official Receipt or Sales Invoice

4. Net Financial Contracting Capacity (NFCC):

Computation of NFCC must be at least equal to the ABC to be bid, calculated as follows;

NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid. or a committed Line of Credit from Universal or Commercial Bank, in lieu of its NFCC Computation. The committed Line of Credit must be at least equal to ten percent (10%) of the ABC to be bid.

B. TECHNICAL COMPONENT:

1. Terms of Reference fully accomplished;
2. Notarized Omnibus Sworn Statement with attached;
 - a. For Corporations, the duly notarized Secretary's Certificate; or
 - b. For Sole Proprietorship, the notarized Special Power of Attorney.

C. OTHER DOCUMENTARY REQUIREMENTS:

1. A copy of the CY 2022 Income and Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (eFPS);
2. Company Profile with sketch of office location;
3. Certificate from Mitsubishi Electric Corporation that the Bidder is an exclusive or authorized maintenance service contractor of Mitsubishi elevators and escalators;
4. Certifications from TSD-MSD that the participating bidder has conducted ocular inspection of the abovementioned requirements; and
5. Certificate of Satisfactory Completion & Acceptance of previous PICC projects undertaken within the last two (2) years, if any.

Negotiation shall be made with the bidder who made the lowest offer; should the negotiation fail then the same shall be made with the second lowest offer.

Attached is the Terms of Reference and other requirements for the implementation of the abovementioned requirements.

PICC reserves the right to reject any offer or all quotations found to be disadvantageous to the government.

Very truly yours,


MELPIN A. GONZAGA
Chairman

Date

The Chairman
Bids and Awards Committee (BAC)
Philippine International Convention Center (PICC)

Dear Sir/Madam:

In response to your letter dated _____, 2023, I wish to submit our offer for the **One (1) Year Contract for the Monthly Preventive Maintenance Service of Eighteen (18) Units Mitsubishi Escalators and Four (4) Units Elevators.**

TOTAL ANNUAL CONTRACT RATE: INCLUSIVE OF VALUE ADDED TAX
(VAT) _____ (P _____)
(Amount in Words) (Amount in figures)

Very truly yours,

Signature of bidder over printed name

Address

Telephone/Fax No.

TERMS OF REFERENCE

Item	Specification	Statement of Compliance
	<p>ONE-YEAR CONTRACT FOR THE MONTHLY PREVENTIVE MAINTENANCE SERVICE OF EIGHTEEN (18) UNITS MITSUBISHI</p> <p>I.SPECIFIC SCOPE OF WORKS:</p> <p>Supply of labor, materials, tools and instruments for the monthly preventive maintenance service of PICC' eighteen (18) units Mitsubishi escalators and four (4) unit Mitsubishi passenger and service/freight elevators for a period of twelve (12) months to include, but not limited to the following: MONTHLY SPECIFIC ACTIVITIES:</p> <p>1. Conduct check – up and evaluation of the following escalators and elevator, their mechanical and electrical controls, and accessories once a month:</p> <p>ELEVATOR AND ESCALATOR SPECIFICATIONS:</p> <p>1.1 TWO (2) UNITS MITSUBISHI PASSENGER ELEVATOR (DELEGATION)</p> <p style="padding-left: 40px;">Unit No. : # 1 & #2 Control System : VFEL RM (GP3WC1) Operation System : 2C-SAI - 22 Capacity : 1,600kg Speed : 90 Meters per minute (mpm) No. of Stops/Openings: Five (5) s/o</p> <p>1.2 ONE (1) UNIT MITSUBISHI SERVICE ELEVATOR (DELEGATION)</p> <p style="padding-left: 40px;">Unit No. : #3 Control System : VFEL RM (GP3WC1) Operation System : IC – 2BC Capacity : 1,600kg. Speed : 90 mpm No. of Stops/Openings : Five (5) s/o</p> <p>1.3. ONE (1) UNIT MITSUBISHI SERVICE ELEVATOR (SECRETARIAT)</p> <p style="padding-left: 40px;">Unit No.: #4 Control System : VFEL RM (GP3WC1) Operation System : IC - 2BC Capacity : 1,600kg Speed : 90 mpm No. of Stops/Openings : Three (3) s/o</p> <p>1.4. TWO (2) UNITS MITSUBISHI ESCALATOR (SECRETARIAT)</p> <p style="padding-left: 40px;">Unit No. : #ESC-5 & # ESC-6 Type : 600 U1-JS Rise : 4.0 meters Control System : VVVF Capacity : 5500 persons/hour Speed : 30 mpm</p>	

1.5. TWO (2) UNITS MITSUBISHI ESCALATOR (SECRETARIAT)

Unit No. : #A3 & #A4

Type : 800 KP

Rise : 4.0 meters

Control System : AC-Single speed

Capacity : 5500 persons/hour

Speed : 30 mpm

1.6. TWO (2) UNITS MITSUBISHI ESCALATOR (PLENARY)

Unit No. : #A5 & #A6

Type : 800 KP

Rise : 4.0 meters

Control System : AC-Single speed

Capacity : 5500 persons/hour

Speed : 30mpm

1.7. FOUR (4) UNITS MITSUBISHI ESCALATOR (DELEGATION)

Unit No.: ESC-1, ESC-2, ESC-3 & ESC-4

Type : 1000 U1-JS

Rise : 4.0 meters

Control System : VVVF

Capacity : 9000 persons/hour

Speed : 30mpm

1.8.EIGHT (8) UNITS MITSUBISHI ESCALATOR (DELEGATION)

Unit No.: #A9,#B1-#B5

Type : 1200 KP

Rise : 4.0 meters

Control System : AC-Single speed

Capacity : 9000 persons/hour

Speed : 30 mpm

2. Conduct cleaning and adjustment or calibration of all units' motors, controls, safety devices, and other parts using appropriate materials supplied by the contractor.
3. Conduct lubrication – greasing and oiling – of all units' bearings, rollers and moving mechanical components, joints and accessories with contractor's supplied grease and lubrication oil.
4. Conduct trouble shooting and minor repair of said equipment and their controls, safety devices and accessories. Contractor must have service items such as printed circuit boards and other control accessories for easy/fast trouble shooting and as temporary replacement of defective parts to ensure proper and continuous operation of equipment especially during big local/international events at the PICC. Said service item/s will be pulled-out by the Contractor when the new replacement part/s is then procured by PICC for installation by the Preventive Maintenance Contractor.
5. Change oil of the equipment if necessary.
6. Supply materials such rugs for cleaning, grease, lubrication oil, service light bulbs and other miscellaneous materials necessary for proper service maintenance.
7. Submit evaluation/status report and recommendation signed by the Service Manager and/ or Service Supervisor, as well as field service report signed by servicing personnel.

ANNUAL BASIS:

1. Change gear oil on an annual or semi-annual basis or as the need arises using gear oil supplied by the Contractor.

II. SPECIAL/OTHER CONDITIONS OF THE CONTRACT:

1. The Contractor shall perform the above-mentioned detailed maintenance services on eighteen (18) units Mitsubishi Escalators, two (2) units Mitsubishi passenger and one (1) unit service/freight elevators serving Delegation Building and one (1) unit service/freight elevator serving Main Kitchen and Secretariat Building as described above on monthly basis (once a month preventive service) for a period of twelve (12) months.
2. The Contractor shall closely coordinate with the Mechanical Services Division/Project-in-Charge or his representative any maintenance activities to be undertaken.
3. The Contractor shall undertake regular maintenance service during the regular working hours within regular working days in accordance with government existing regulations. Any overtime service necessary to maintain quality maintenance service shall be free of charge or for the account of the contractor.
4. The Contractor shall provide the following minor materials and parts necessary for the operation and maintenance activities:

ELEVATOR PARTS

- a. Finger Contact
- b. Stationary Contact
- c. Heart Contact
- d. Contact Support
- e. Relay Shunt
- f. Relay Spring
- g. Fuse Link
- h. Indicator Bulbs
- i. Fluorescent Starter
- j. Door Guide Shoe
- k. Signal Lamps
- l. Door Cable
- m. Moving Contact Holder
- n. Arc Shield

ESCALATOR PARTS

- a. Relay Spring
- b. Relay Shunts
- c. Relay Contact
- d. Carbon Contacts
- e. Fluorescent Starters
- f. Carbon Contact Holders
- g. Fuses
- h. Connectors
- i. Terminal Lugs
- j. Oil Pan
- k. Fluorescent Ballast
- l. Screws and Bolts

5. The Contractor shall also provide miscellaneous materials such as rags for cleaning, grease, lubrication oil, service light bulbs and other miscellaneous materials necessary for proper maintenance. Contractor shall also provide Personal Protective Equipment (PPE) such as face mask/shield and hand gloves for its assigned maintenance personnel.
6. If the required major materials and parts are not available on stock, the Contractor shall submit a price quotation to PICC for approval and procurement.
7. The Contractor shall provide emergency service (check-up and trouble-shooting) on on-call basis within 24 hours after receipt of call free of

charge.

8. The Contractor upon the request of the PICC or its authorized Technical/Mechanical services representative, shall provide stand-by service personnel for fast and immediate troubleshooting/restoration of escalator and elevator minor defect/s to ensure safe, proper and continuous operation of said equipment during big local and/or international events. The rate of the stand-by technician and/or repair serviceman shall be based from Contractor's manpower costing rate per technician per hour as part of the contract.
9. The Contractor shall provide PICC a detailed report of each inspection and or check-up of each unit listed above. The report shall include voltage and current log readings taken during inspection, condition of equipment, and recommendation on proper operation and maintenance and repair work.
10. The Contractor, upon request and proper authorization of PICC, shall provide additional services not included in the above scope of works. The services rendered shall be billed separately by the former to the latter.
11. The Contractor, within the first 30 days of implementation of this Contract, shall conduct inspection of the equipment, together with the Assistant Director of Mechanical Services Division or his authorized representative, to determine components and auxiliaries for repair and replacement, and submit recommendation for action of PICC.
12. The Contractor shall submit detailed preventive maintenance program to PICC' Mechanical Services Division for the Mitsubishi elevators and escalators on the first quarter period and implement the same in accordance with PICC approved schedule so as not to hamper any event activities and the flow of human traffic.
13. No part of the services to be provided under the Contract may be sub-contracted. and no obligation or duty arising therefrom may be transferred or assigned, without the prior approval of, and upon terms acceptable to, PICC.
14. The Contractor shall ensure that its assigned personnel and/or representatives shall comply with, and submit themselves to, the rules and policies of the PICC on security, sanitation, environmental compliance, safety and other regulations.
15. The Contractor's personnel to be assigned at PICC shall have no employee-employer relationship with PICC. The Contractor shall hold PICC and its personnel free from any suit or liability whatsoever arising from any demand or claims for personal injury, wages and other employee benefits, and other claims for damages including death of its personnel and third parties in connection with the performance by the Contractor or its personnel of their duties under the Contract.
16. The Contractor agrees that non-performance of any of the specific works, and non-compliance to all the conditions specified herein are considered breach of contract.

STATEMENT OF COMPLIANCE

Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered.

D. Performance Bond

Form of Performance Security	Amount of Performance Security (Equal to Percentage of the Total Contract Price)
Cash or Cashier's/Manager's Check issued by a Universal or Commercial Bank.	Five percent (5%)
Bank draft/guarantee issued by a Universal or Commercial Bank	Five percent (5%)
Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)

E. PAYMENT

For and in consideration of the above services, PICC shall pay the Contractor the actual contract amount within the approved budget of P1,276,396 for one (1) year or P106,366.33. on a per month basis for one (1) year period, inclusive of E-VAT. Subject to the usual government auditing and accounting rules and regulations, payments shall be made on a monthly basis and payable on the next service month within two to four weeks after presentation of the billing and submission of the required report to the Technical Services Department's (TSD) Mechanical Services Division of PICC, which shall issue a Certification of Acceptance and Full Satisfaction on Services delivered by the Contractor.

The Contractor agrees that if any of the regular eighteen (18) units Mitsubishi Escalators and four (4) unit Mitsubishi Passenger and Service Elevators serving Delegation Building and Secretariat Building are under service warranty and/or shut down by PICC for a valid cause and no service maintenance is rendered within one (1) month calendar period, PICC shall deduct:

- 1.FOUR THOUSAND SIX HUNDRED FIFTY PESOS (P4,650.00) per month for each of the eighteen (18) escalators;
- 2.FIVE THOUSAND SEVEN HUNDRED EIGHTY-FIVE PESOS (P5,785.00) per month for each of the three (3) elevators serving Delegation Building;
- 3.FIVE THOUSAND THREE HUNDRED TWELVE PESOS (P5,312.00) per month for one (1) unit elevator serving Main Kitchen and Secretariat Building,

or any agreed amount based on offered contract price whichever is appropriate, from the original contract amount for every shutdown and for each un-serviced escalator/elevator per month: Provided, that PICC shall inform the Contractor in advance should any escalator/elevator would be shut down due to safety concerns and/ or closing/restricting of the area being served and maintenance services would not be allowed.

The Contractor agrees that there shall be no price increase of the contract amount for the duration of this Contract

G. Schedule of Requirements

Item Number	Description	Delivered, Weeks/Months
I	One (1) Year Contract for the Monthly Preventive Maintenance Service of Eighteen (18) Units Mitsubishi Escalators and Four (4) units Mitsubishi Elevators	The Contract shall be for a period of twelve (12) months period from November 17, 2023 to November 16, 2024.

I hereby commit to comply and deliver all the above requirements in accordance with the above stated schedule.

Name of Company / Bidder

Signature over printed Name of Authorized Representative

Position

Date

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