



Philippine International Convention Center

## **BIDS AND AWARDS COMMITTEE**

### **NOTICE OF NEGOTIATED PROCUREMENT (TWO-FAILED BIDDINGS)**

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 Twelve (12) Units Mitsubishi Escalators and Three (3) Units Mitsubishi Elevators**. The total Approved Budget for Contract (ABC) for this requirement is **ONE MILLION SEVENTY-FOUR THOUSAND NINE HUNDRED SEVENTY-FOUR PESOS (P1,074,974.00), 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 December 11, 2025 to on or before 3:00 p.m. of December 15, 2025.

Submission of proposals will be on or before 3:00 p.m. of December 15, 2025, at the BAC Secretariat Office, Ground Floor, Delegation Building, PICC Complex, 1307 Pasay City. Attached are the specifications for this particular procurement.

  
**MELAN M. ESPELA**  
Chairperson

**BIDS AND AWARDS COMMITTEE (BAC)**  
**NEGOTIATED PROCUREMENT**

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Sir:

We wish to inform you that the procurement of the **One (1) Year Contract for the Monthly Preventive Maintenance Service of Twelve (12) Units Mitsubishi Escalators and Three (3) Units Mitsubishi 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 SEVENTY-FOUR THOUSAND NINE HUNDRED SEVENTY-FOUR PESOS (P1,074,974.00), VAT Inclusive.**

Please submit your proposal on or before **3:00 p.m. of December 15, 2025** at the BAC Secretariat, Ground Floor, Delegation Building, PICC together with the following:

**A. ELIGIBILITY DOCUMENTS:**

1. Valid Phil-GEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;
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) similar to this requirement, similar shall refer to civil (horizontal/vertical construction) works, the amount of which shall be at least fifty percent (50%) of the ABC, entered into within the last five (5) 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:**

- a. a.Copy of 2024 Income and Business Tax Returns with proof of payment;
- b. Sections III and V of the bid documents, signed on each and every page by the bidder's authorized representative;
- c. Company profile with list of maintenance, repair and installation projects for elevators and escalators within the last five (5) years detailing the name of clients, completion dates, contract price, contact person and the contact telephone numbers;
- d. Certification from Manufacturer/Supplier (local/abroad) attesting that the supplied Mitsubishi parts are genuine/authentic/OEM components and parts for Mitsubishi Elevators and Escalators.
- e. Certificate of Ocular Inspection indicating that the participating bidder has conducted ocular inspection of the elevator and escalator units; and
- f. Detailed resume of the following personnel:
  - Service Engineer (License Mechanical Engineer) with at least 5 years work experience in installation and/or preventive maintenance service of escalators and elevators
  - Safety Officer with at least five (5) years' work experience as Safety Officer and has undergone 40 hours Basic Occupational Safety and Health/Construction Occupational Safety and Health (BOSH/COSH) and/or any DOLE accredited Training Centers.
  - Service Technicians with at least 5 years work experience in supervising installation and/or preventive maintenance service of escalators and elevators
- g. Certificate of Satisfactory Completion and Acceptance of previous PICC projects undertaken within the last five (5) 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,



**MELAN M. ESPELA**  
Chairperson

\_\_\_\_\_  
Date

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

Dear Sir/Madam:

In response to your letter dated \_\_\_\_\_, 2025, I wish to submit our offer for the **One (1) Year Contract for the Monthly Preventive Maintenance Service of Twelve (12) Units Mitsubishi Escalators and Three (3) Units Mitsubishi Elevators.**

**TOTAL AMOUNT OF OFFER with bill of Quantities:** 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

### One (1) Year Contract for the Monthly Preventive Maintenance Service of Twelve (12) Units Mitsubishi Escalators and Three (3) Units Mitsubishi Elevators

Item	Specification/Description	Statement of Compliance
	<p><b>I. SPECIFIC SCOPE OF WORKS:</b></p> <p>Supply of labor, materials, tools and instruments for the monthly preventive maintenance service of PICC' twelve (12) units Mitsubishi escalators and three (3) units Mitsubishi passenger and service/freight elevators for a period of twelve (12) months and maximum of four (4) months respectively to include, but not limited to the following:</p> <ol style="list-style-type: none"> <li>1. Conduct check – up and evaluation of the mechanical, electrical controls, and accessories every first week of the month of the following:           <ol style="list-style-type: none"> <li>1.1. TEN (10) UNITS MITSUBISHI ESCALATOR (DELEGATION)               <p style="margin-left: 40px;">(Ground Floor to Second Floor) Unit No.: Escalator 1 &amp; 2 Type : 1200 KP Rise : 4.0 meters Control System : AC-Single speed Capacity : 9000 persons/hour Speed : 30 mpm</p> <p style="margin-left: 40px;">(Second Floor to Third Floor) Unit No.: Escalator 3 &amp; 4 Type : 1200 KP Rise : 4.0 meters Control System : AC-Single speed Capacity : 9000 persons/hour Speed : 30 mpm</p> <p style="margin-left: 40px;">(Third Floor to Fourth Floor) Unit No.: Escalator 5 &amp; 6 Type : 1200 KP Rise : 4.0 meters Control System : AC-Single speed Capacity : 9000 persons/hour Speed : 30 mpm</p> <p style="margin-left: 40px;">(Fourth Floor to Fifth Floor) Unit No.: Escalator 7, 8, 9 &amp; 10 Type : 1200 KP Rise : 4.0 meters Control System : AC-Single speed Capacity : 9000 persons/hour Speed : 30 mpm</p> </li> <li>1.2. TWO (2) UNITS MITSUBISHI ESCALATOR (SECRETARIAT)</li> </ol> </li> </ol>	

Unit No. : Escalator 11 & 12  
Type : 800 KP  
Rise : 4.0 meters  
Control System : AC-Single speed  
Capacity : 5500 persons/hour  
Speed : 30 mpm

1.3.TWO (2) UNITS MITSUBISHI PASSENGER ELEVATOR  
(DELEGATION)

Unit No. : Elevator 1 & 2  
Control System : VFEL RM (GP3WC1)  
Operation System : 2C-SAI - 22  
Capacity : 1,600kg  
Speed : 90 Meters per minute (mpm)  
No. of Stops/Opening: Five (5) s/o

1.4.ONE (1) UNIT MITSUBISHI SERVICE ELEVATOR  
(SECRETARIAT)

Unit No.: Elevator 3  
Control System : VFEL RM (GP3WC1)  
Operation System : IC - 2BC  
Capacity : 1,600kg  
Speed : 90 mpm

2. Conduct cleaning and adjustment or calibration of all units' motors, controls, safety devices, and other parts using appropriate materials and tools supplied/owned 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. Supply materials such rags for cleaning, grease, lubrication oil, service light bulbs and other miscellaneous materials necessary for proper service maintenance.
6. 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, to be submitted every after PMS.
7. The Contractor shall submit monthly, every after service, a Certificate that the escalators and elevators are in good working

condition signed and sealed by a Professional Mechanical Engineer.

**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. EFFECTIVITY OF CONTRACT:**

Contract duration or service delivery shall be for a period of one (1) year. The contract will commence after receipt of Notice to Proceed.

**III. SPECIAL/OTHER CONDITIONS OF THE CONTRACT:**

1. The Contractor shall perform the above-mentioned detailed maintenance services on twelve (12) units Mitsubishi Escalators serving Delegation Building and Secretariat Building as described above on monthly basis (once a month preventive service) within a period of one year and of the three (3) units Mitsubishi Elevators for a maximum of four (4) months period.
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. All maintenance services shall be done in the presence of MSD representative.
4. The Contractor shall provide the following minor materials and parts necessary for the operation and maintenance activities:

**ELEVATOR PARTS**

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

**ESCALATOR PARTS**

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

5. The Contractor shall also provide miscellaneous materials such as rugs 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. Minor repair and services will be free of charge such as replacement of defective control parts using PICC-supplied PCBs, relay, circuit breaker, burnt wires/cables, and other parts. This is also to include cleaning of escalators/elevators, pit area and machine room, lubrication of mechanical moving parts, etc.
7. If the required major materials and parts are not available on stock, the Contractor shall immediately submit a price quotation to PICC for evaluation and approval for procurement.
8. 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.
9. During emergency service, if found out that the source of equipment trouble is/are to have defective PCB/s, the Contractor shall immediately provide service PCB/s to restore the Escalator and/or Elevator back to the operation especially during big local and/or international events. As failure to provide service PCB/s on time will render the affected unit inoperative, such unit then will be deducted from the total units services during the coverage period billed on a per day basis. Computation shall be based on the terms of payment equipment breakdown.
10. 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 embodied on the contract.
11. 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 corrective maintenance to be submitted every after inspection and check-up.
12. In case of emergency services, the Contractor, upon request and proper authorization of PICC, shall provide needed services not included in the above scope of works. The services rendered shall be billed separately by the former to the latter. Major repair works will be procured separately.
13. 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 and/or authorized representative, to determine components and auxiliaries for repair and replacement, and submit recommendation for action of PICC.

	<p>14. 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.</p> <p>15. 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.</p> <p>16. 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.</p> <p>17. 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.</p> <p>18. The Contractor shall assist PICC in the renewal of the subject equipment's Permit to Operate (PTO) and other government permits and clearances one month before the expiration. The Contractor shall perform all the required elevator/escalator test/s and issue all required Certificate/s signed by their Professional Mechanical Engineer (PME) that are needed for the renewal of PTO and should be physically present along with the MSD personnel during annual inspection conducted by the Local Government Unit (LGU)/Government Permit Issuing Agency (GPIA).</p> <p>19. Penalties incurred for the late filing/delayed renewal of PTO due to negligence/or inaction of the Contractor shall be shouldered by the same.</p>	
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**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.*

Note:

*Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.*

**PERFORMANCE BOND**

Within ten (10) calendar days from receipt of the Notice of Award, but in no case later than the signing of the contract by both parties, the successful Bidder shall furnish the performance security in any of the following forms:

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%)

**PAYMENT**

- Payment shall be made on a monthly basis during the next service month.
- Payment is due within two (2) to four (4) weeks following the presentation of the Service Invoice.
- The following must be submitted to the Technical Services Department (TSD) Mechanical Division of PICC:
  - Service reports covering the monthly Preventive Maintenance Service (PMS).
  - Certificate of Good Working Condition of the Elevators and Escalators.
  - Valid Tax Clearance.
- There shall be no price increase of the contract amount for the entire duration of the Contract.

If any of the regular twelve (12) Mitsubishi Escalators and/or three (3) Elevators (serving the Delegation and Secretariat Buildings) are decommissioned or shut down by PICC for a valid cause, and are not serviced within one (1) month calendar period, PICC reserves the right to deduct an amount calculated based on the actual contract price per un-serviced unit.

**INSPECTION AND TEST**

PICC may reject any works and materials that do not conform to the scope of works. The Contractor shall rectify such rejected work/s to meet the standard set in the scope of works at no cost to PICC.

**SCHEDULE OF REQUIREMENTS**

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



Item Number	Description	Delivered, Weeks/Months
I	One (1) Year Contract for the Monthly Preventive Maintenance Service of Twelve (12) Units Mitsubishi Escalators and Three (3) Units Mitsubishi Elevators (Rebid)	The Contract shall be for a period of twelve (12) months.

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

*AS*