



## REQUEST FOR QUOTATION

Date: April 13, 2026

RFQ No. 2026-041

---

---

---

---

(Company Name & Address)

Sir/Madam:

The **Philippine International Convention Center, Inc. (PICCI)**, through its Bids and Awards Committee, intends to procure Comprehensive Maintenance Service of One (1) Unit Schneider Freight Elevator, with an **Approved Budget for Contract (ABC) of One Hundred Sixteen Thousand Six Hundred Pesos (₱116,600.00), VAT Inclusive**, which will be undertaken in accordance with Section 31 of the Implementing Rules and Regulations of Republic Act No. 12009, New Government Procurement Act (NGPA).

Please quote your **best offer** for the service/s described herein, subject to the Technical Specifications provided for this RFQ. Submit your quotation/offer duly signed by you or your duly authorized representative not later than **3:00 p.m. of April 16, 2026**. A copy of the following shall be submitted along with your quotation/offer:

- a. **2026 Mayor's/Business Permit;**
- b. **BIR Registration Certificate;**
- c. **Valid Tax Clearance;**
- d. **PhilGEPS Registration Number;**
- e. **Copy of the Technical Specifications duly signed on all pages;**
- f. **Certificate of Ocular Inspection indicating that the participating bidder has conducted ocular inspection of the escalator unit;**
- g. **Certification issued by equipment manufacturer on exclusive or authorized distributorship and equipment servicing of Schneider elevator and escalators in the Philippines.**

The contractor must:

1. be in business for the installation, repair, operation and maintenance of Schneider elevators and escalators in the Philippines for the past five (5) years;
2. be an exclusive or an authorized distributor and service contractor of Schneider elevators and escalators in the Philippines, recognized by the Manufacturer;
3. have certified elevator technicians and engineers with training certificates issued by the Manufacturer;

4. Must be familiar with the Philippine Electrical Code (PEC), National Building Code of the Philippines and applicable International Elevator Standards (EN/ISO/equivalent);
5. Must have a quality management or equivalent certification of the manufacturer.

Open quotations may be submitted manually or through email at the address and contact numbers indicated below.

For any clarifications, you may contact **Ms. Carreen M. Mangaya** at telephone no. **(02) 8789-4761** or email address at [cmmangaya@picc.gov.ph](mailto:cmmangaya@picc.gov.ph)

  
**KRISTINE ANGELICA E. AGUJO**  
Head, BAC Secretariat/  
Procurement Unit





## TECHNICAL SPECIFICATIONS

**I. PROJECT TITLE:**

Comprehensive Maintenance Service of One (1) Unit Schneider Freight Elevator

**II. APPROVED BUDGET FOR CONTRACT (ABC):**

One Hundred Sixteen Thousand Six Hundred Pesos (₱116,600.00), VAT Inclusive.

**III. SCOPE OF WORKS:**

Supply of labor, materials, tools, and instruments for the monthly comprehensive preventive maintenance of one (1) unit Schneider freight elevator at the PICC Delegation Building for eight (8) months, including but not limited to the following:

**MONTHLY SPECIFIC ACTIVITIES:**

1. Conduct systematic check-up, cleaning, adjustment, and evaluation of the subject elevator's major/minor parts (mechanical and electrical controls, and accessories) once a month, every 15th day of the month or as needed.
  - 1.1. Car Operating Control Panel, parts and accessories
  - 1.2. Hall Operating Control Panel, parts and accessories
  - 1.3. Intercom System
  - 1.4. Emergency Alarm Bell
  - 1.5. Emergency Light System
  - 1.6. Door Operation System: manual function, rubber stoppers, chains/belts, cams, safety sensors and limit switches
  - 1.7. Landing Doors: panels, door sills, guide shoes and rubber buffers
  - 1.8. Landing Door Sills
  - 1.9. Door Components: switches, hanger and rollers, door counterweights
  - 1.10. Door Safety Components: safety shoes, limit switches & multi-beam sensors
  - 1.11. Door Closer Mechanism: rail tracks, hoist ropes and door rollers
  - 1.12. Car Guide Rails: guide shoes/rollers
  - 1.13. Car Door Sills and guide shoes
  - 1.14. Car Interior Lightings
  - 1.15. Car Interior Ventilation Fans
  - 1.16. Car Top Lighting and Safety Switches
  - 1.17. Car Top House Keeping and Inspection of Door Controllers,

- Motors and PCB's
- 1.18. Auto Voltage Regulators Check-up and servicing
- 1.19. Disconnect Electric Circuit Breakers
- 1.20. Auto Voltage Regulator
- 1.21. Braking Components
- 1.22. Guide Ropes and gripper rollers
- 1.23. Drive Motor Assembly
- 1.24. Gear oil level and possible oil seal wear
- 1.25. Safety Switches
- 1.26. Counterweights

ELEVATOR SPECIFICATIONS:

One (1) Unit Schneider Elevator (Delegation Building)

Unit No.	: Freight Elevator #1
Model	: SEL-1600
Rated Load	: 1600 kg (24 Persons)
Rated Speed	: 1.5 m/s
Control System	: VVVF
Safety	: Wedge Type
Car in Size	: 2,000mm(W) x 1,800mm(D) x 2,300mm(H)
Car Door	: 2 Panel Center Opening
Hoist Door	: 2 Panel Center Opening
Service Floor	: 5 Floors
Travel Height	: 16,800mm
Total Height	: 24,100mm
Suspension Rope	: 10dia. X 8 Ropes
Traction Motor	: AC 15.7 kW, 35A
Door Motor	: AC 0.047 kW
Alarm	: Interphone
Power Source	: 460V, 60Hz, 3phase
Light Source	: 220V, 60Hz, 1phase

2. Conduct adjustment and calibration of motors, controls, safety devices, and other parts to maintain proper operation of the elevator.
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. Refill lubrication container/s when necessary.

LIST OF OTHER CONTRACTOR-SUPPLIED MATERIALS:

- |                        |                              |
|------------------------|------------------------------|
| 3.1. Grease            | 3.10. Screws and Bolts       |
| 3.2. Lubricants        | 3.11. Paint brush            |
| 3.3. Adhesives         | 3.12. Broomstick and dustpan |
| 3.4. Cotton waste/rugs | 3.13. Service light/bulb     |

- 3.5. Sand paper
- 3.6. Contact Cleaner
- 3.7. Glass Cleaner
- 3.8. Cable tie
- 3.9. Rope anti-twist and clips
- 3.14. Container/s for used oil
- 3.15. Degreaser/Soap
- 3.16. Personal Protective Equipment
- 3.17. Gear oil

4. Perform regular maintenance checkup of the Auto Voltage Regulator.

- 4.1.1. Clean the Unit Regularly: Dust buildup can block airflow and cause overheating. Use a soft brush or vacuum to clean the outside, and remove dust from internal components if possible.
- 4.1.2. Check for Loose Connections: Inspect power cables, input/output terminals, and internal wiring for loose or damaged wires.
- 4.1.3. Replace Worn-Out Parts: If any parts are damaged, such as burnt wiring or noisy fans, replace them early to prevent complete failure.
- 4.1.4. Keep a Maintenance Log: Record cleaning schedules, repairs, voltage checks, and professional inspections to track maintenance activities.

5. Provide all the materials and parts necessary for the proper operation of the said Elevators Units as part of the comprehensive service maintenance contract such as but not limited to the following:

Elevator parts covered under the Comprehensive Maintenance Service:

Control Panel		Door Machine	
Power Transistor	Diode	Door Belt	Pulley Tension
Cooling Fan	Transformer	CAM Roller	Spring
Relay	Fuse	Gate Switch (GS)	Door Rail
Resistors	Interphone Unit	Limit Switch	
Capacitors Unit			
Terminal Block		Car Door	
		Safety Shoe	Door Stopper
Machine		Safety Shoe Stopper	Door Cushion
Machine Cushion	Brake Lining	Retraction Bracket	Interphone Unit
		Door Guide Shoe	Operation Switch
Transformer Governor and Compensating			
Governor Ropes	Cables	Under Car	
		Load Sensor	Guide Shoe/Roller
Car Top		Cushion	Safety Switch
Fan	Proximity Floor Detector	Safety Wedge	Travelling Cable

Emergency Switch	Rope		
Maintenance Switch	Safety Switch	<b>Counter Weight</b>	
		Guide Shoe	Safety Wedge
<b>Governor Limit Switch</b>		Spring for Ropes	
Limit Switch Assy.	Down Limit Switch (DLS)		
Final Limit Switch (FLS)	Slow Down Switch (SDS)	<b>Limit Switch</b>	
		Limit Switch Assy.	Down Limit Switch (DLS)
<b>Supervisory</b>		Final Limit Switch (FLS)	Slow Down Switch (SDS)
DOT Matrix Display	Battery 12V		
Key Switch	Battery 6/24V	<b>Hatch Door</b>	
Interphone Unit	Guide Shoe/Roller	Door Lock Switch	Door Spring
Buzzer	Oiler Box	HOP Board	Door Rope
LED Floor Detector	Pulley	Hatch Door	Door Guide Shoe
Spring/Custom for Ropes		Roller	Door Pulley
		Door Hanger	HOP Indicator
		Door Rail	Micro Push Button

6. 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. Any parts found defective shall be replaced as soon as possible by the Contractor 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.
  
7. Submit a price quotation to TSD-MSD for defective parts not under the comprehensive maintenance contract for approval and procurement if the required major materials and parts are not available on stock.

Elevator Parts not covered by the Comprehensive Maintenance Service:

- 7.1. Traction Motor
- 7.2. Main Controller Boards
- 7.3. Door Operator Motor Assembly
- 7.4. Inverter or VVVF drive unit
- 7.5. Auto Voltage Regulator

8. Minor repair such as replacement of defective Printed Circuit Boards (PCBs) using PICC-supplied parts shall be fee of-charged.
9. Change oil of the equipment if necessary.
10. Conduct cleaning of Elevator Pit, Machine Room, Elevator Car Top and Door Sills. Remove accumulated dust/dirt and lubricating oil from the pit. Clean the surroundings of the machine room and elevator car top. Remove unwanted debris/dirt at elevator landings and car door sills.
11. Submit evaluation/status report, elevator service report and recommendation signed by the Service Manager and/ or Service Supervisor, as well as field service report signed by a Professional Mechanical Engineer or Registered Mechanical Engineer every after servicing.

**IV. EFFECTIVITY OF CONTRACT:**

The Contract shall be for a period of eight (8) months period from May 01, 2026 to December 31, 2026.

**V. TERMS OF PAYMENT:**

The PICC shall pay the Contractor on a monthly basis for a period of eight (8) months, subject to the usual government auditing and accounting rules and regulations. Payments shall be made in the succeeding service month, upon presentation of the billing statement and submission of the elevator service report to the Technical Services Department's (TSD) Mechanical Services Division of PICC. The said Division shall issue a **Certification of Acceptance and Full Satisfaction** for the services delivered by the Contractor, which shall serve as the basis for payment.

The Contractor agrees that there shall be **no increase in the contract amount** for the entire duration of this Contract.

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

1. The Contractor shall perform the above-mentioned detailed maintenance services on the Schneider Elevator serving Delegation Building as described above on monthly basis (once a month preventive service) for a period of eight (8) months.
2. The Contractor shall closely coordinate with the Mechanical Services Division 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 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.
5. Minor repair will be free of charge such as replacement of owner-supplied PCBs, relay, circuit breaker, burnt wires/cables, and other parts lubrications of mechanical moving parts, etc.
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 troubleshooting) on on-call basis within 24 hours after receipt of call free of charge.
8. During emergency service, if found out to have defective PCBs. The Contractor shall provide as soon as possible service PCBs to restore the elevator/escalator back to the operation especially during events during big local and/or international events.
9. 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.
10. 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.
11. 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.
12. 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.

13. The Contractor shall submit detailed preventive maintenance program to PICC' Mechanical Services Division for the Schneider 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.
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.
15. The Contractor shall ensure that its assigned personnel and/or representatives shall comply with, and submit themselves to, the rules and regulations of the PICC on security, sanitation, environmental compliance, safety and other regulations.
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.
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.
18. The Contractor shall assist PICC in the renewal of the Permit to Operate (PTO) of the elevator and other government permits and clearances a month before the expiration. The Contractor shall perform all the required elevator 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). Coverage of assistance shall be from filing of the necessary application form/s to the LGU/GPIA, assessment of the fee and its corresponding payment.



## Step-by-Step Process for the required Load Test for PTO Renewal

1. Checking the Capacity of the Unit
    - Verify the rated load capacity of the elevator car against specifications.
  2. Delivering Load Test Weights to the Site
    - Ensure calibrated test weights are available and ready for use.
  3. Parking the Car Elevator at the Ground Floor
    - Position the elevator car at the ground level for safe loading.
  4. Setting the Car Elevator to Maintenance Mode
    - Switch the system to maintenance mode to prevent passenger use during testing.
  5. Accessing the Elevator Pit
    - Safely enter the pit area for inspection and preparation.
  6. Placing Test Weights Inside the Elevator Car
    - Load the elevator car with the required test weights.
  7. Adjusting the Load Device to Match Capacity
    - Ensure the load device is calibrated exactly to the rated capacity.
  8. Conducting Load Test
    - Exceed the rated load slightly to trigger the alarm system.
    - Perform the test twice to confirm reliability.
  9. Unloading the Elevator Car
    - Remove all test weights after successful testing.
    - Return the unit to operational mode.
  10. Issuance of Certificate
    - A Professional Mechanical Engineer (PME) must sign and seal the Certificate of Load Test.
    - This certificate is required for the Permit to Operate (PTO) renewal.
19. Penalties incurred for the delayed renewal of PTO shall be shouldered by the Contractor.

### **VII. GENERAL CONDITIONS OF THE CONTRACT:**

1. All prices quoted herein are valid, binding and effective for One Hundred Twenty (120) calendar days from date of quotation.
2. The Awardee shall be responsible for the source(s) of his/her services/equipment in accordance with schedule, quality and specifications. Failure by the AWARDEE to comply with the same shall be ground for cancellation of the award.
3. The Awardee shall pick up RS and NTP issued in his favor within three (3) days after receipt of notice to that effect. A telephone call, fax transmission or email shall constitute an official notice to the AWARDEE. Thereafter, if the RS remain unclaimed, the said RS shall be sent by messengerial service to the AWARDEE at the latter's expense. To avoid delay in the service of the requesting agency's requirement, all DEFAULTING AWARDEES shall be precluded from proposing or submitting a substitute sample.

4. Subject to the provisions of the preceding paragraph, where AWARDEE has accepted a NTP but fails to deliver the services within the time called for in the same order, he shall be extended a maximum of fifteen (15) calendar days under liquidated damages to make good his services. Thereafter if AWARDEE has not completed delivery of services within the extended period, the subject RS & NTP shall be cancelled and the award for the undelivered balance withdrawn from that AWARDEE. The PICC-BAC shall then purchase the required services from such other source(s) as it may determine, with the difference in price to be charged against the DEFAULTING AWARDEE. Refusal by the DEFAULTING AWARDEE to shoulder the price difference shall be ground for his disqualification from future bids of the same or all items, without prejudice to the imposition of other sanctions as prescribed under RA 9184 and its IRR-A.
5. All services by the contractor shall be subject to inspection and acceptance by the PICC.
6. A penalty of one tenth (1/10) of one percent (1%) of the total value of services/works shall be deducted for each day of delay in the delivery of the services.
7. All transactions are subject to withholding of creditable Value Added Tax (VAT) per Revenue Regulation No. 10-93.

# REQUEST FOR QUOTATION

Date:  
RFQ No. 2026-041

**TO: PHILIPPINE INTERNATIONAL CONVENTION CENTER, INC.  
ROXAS BLVD., 1307 PASAY CITY**

Sir/Madam:

After having carefully read and accepted the Technical Specifications, I/we submit our documentary requirements and quotation/offer as follows:

DESCRIPTION	AMOUNT
<b>COMPREHENSIVE MAINTENANCE SERVICE OF ONE (1) UNIT SCHNEIDER FREIGHT ELEVATOR</b>	₱ _____ VAT Inclusive

We undertake, if our quotation is accepted, to deliver the service/s in accordance with the delivery schedule specified in the Schedule of Requirements.

We acknowledge that PICCI reserves the right to accept or reject any and all others, annul the procurement process, and refuse to make an award, without thereby incurring any liability to the affected offerors.

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

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

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

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

Office Telephone No./s: \_\_\_\_\_ Fax No: \_\_\_\_\_

Email Address/es: \_\_\_\_\_ Mobile No.: \_\_\_\_\_