Philippine International Convention Center

REQUEST FOR QUOTATION

Date: June 1, 2026
RFQ No. 2026-028

_____
_____
_____
_____
(Company Name & Address)

Sir/Madam:

The **Philippine International Convention Center, Inc. (PICCI),** through its Bids and Awards Committee, intends to procure **Preventive Maintenance Service of Twelve (12) Units Mitsubishi Escalators and One (1) Unit Mitsubishi Passenger Elevator ,** with an **Approved Budget for Contract (ABC) of Seven Hundred Seventy-Three Thousand Pesos (₱773,000.00), VAT Inclusive,** which will be undertaken in accordance with Section 34 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 June 5, 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. **PhilGEPS Registration Number or copy of valid Certificate of Platinum Membership;**
d. **Income/Business Tax Return;**
e. **Notarized Omnibus Sworn Statement with attachments (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney);**
f. **Copy of the Technical Specifications duly signed on all pages;**
g. **Company profile;**
h. **Certificate of Ocular Inspection indicating that the participating bidder has conducted ocular inspection of the elevator and escalator units;**
i. **Certificate of Project Completion and Satisfactory Performance of PICC Projects within the last three (3) years, if any;**
j. **Certification from Manufacturer/Supplier (local/abroad) attesting that the supplied Mitsubishi parts are genuine/authentic/OEM components and parts for Mitsubishi Elevators and Escalators.**

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

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

TECHNICAL SPECIFICATIONS

I. PROJECT TITLE:

Preventive Maintenance Service of Twelve (12) Units Mitsubishi Escalators and One (1) Unit Mitsubishi Passenger Elevator

II. APPROVED BUDGET FOR CONTRACT (ABC):

Seven Hundred Seventy-Three Thousand Pesos (₱773,000.00), VAT Inclusive.

III. SPECIFIC SCOPE OF WORKS:

Supply of labor, materials, tools and instruments for the preventive maintenance service of PICC's twelve (12) units Mitsubishi escalators for a period of seven (7) months and one (1) unit Mitsubishi passenger elevator for a period of four (4) months, to be conducted monthly. As part of the Contract, the Contractor shall provide standby technician/s during the ASEAN-related activities in July 2026 and November 2026 for a period of five (5) days each, who shall monitor and immediately respond to operational concerns involving both the escalator and elevator units, including on-site troubleshooting and emergency response in case of sudden equipment breakdowns, to include but not limited to the following:

1. Conduct check – up and evaluation of the mechanical, electrical controls, and accessories every first week of the month of the following:

   1.1. TEN (10) UNITS MITSUBISHI ESCALATOR (DELEGATION)

   (Ground Floor to Second Floor)

Unit No.	: Escalator 1 & 2
Type	: 1200 KP
Rise	: 4.0 meters
Control System	: AC-Single speed
Capacity	: 9000 persons/hour
Speed	: 30 mpm

   (Second Floor to Third Floor)

Unit No.	: Escalator 3 & 4
Type	: 1200 KP
Rise	: 4.0 meters
Control System	: AC-Single speed
Capacity	: 9000 persons/hour
Speed	: 30 mpm

(Third Floor to Fourth Floor)

Unit No.	: Escalator 5 & 6
Type	: 1200 KP
Rise	: 4.0 meters
Control System	: AC-Single speed
Capacity	: 9000 persons/hour
Speed	: 30 mpm

(Fourth Floor to Fifth Floor)

Unit No.	: Escalator 7 & 8
Type	: 1200 KP
Rise	: 4.0 meters
Control System	: AC-Single speed
Capacity	: 9000 persons/hour
Speed	: 30 mpm

(Fourth Floor to Fifth Floor)

Unit No.	: Escalator 9 & 10
Type	: 1200 KP
Rise	: 4.0 meters
Control System	: AC-Single speed
Capacity	: 9000 persons/hour
Speed	: 30 mpm

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

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. ONE (1) UNIT MITSUBISHI PASSENGER ELEVATOR (DELEGATION)

Unit No.	: Elevator 1
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

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 rugs for cleaning, grease, lubrication oil, service light bulbs and other miscellaneous materials necessary for proper service maintenance.

6. Refer to the following Preventive Maintenance Schedules:

PM No.	Coverage Period	Scheduled PMS Date/s
1st PM	June 2026	date assigned by MSD-TSD
2nd PM	July 01 to 31, 2026	July 06, 2026 and to assign 2 on-site service technicians during ASEAN activities for 5 days upon the request of MSD-TSD
3rd PM	August 01 to 31, 2026	August 07, 2026
4th PM	September 01 to 30, 2026	September 04, 2026
5th PM	October 01 to 31, 2026	October 02, 2026
6th PM	November 01 to 30, 2026	November 05, 2026 and to assign 2 on-site service technicians during ASEAN activities for 5 days upon the request of MSD-TSD
7th PM	December 01 to 31, 2026	December 04, 2026

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, to be submitted every after PMS.

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.

IV. EFFECTIVITY OF CONTRACT:

The contract effectivity shall be from the receipt of Notice to Proceed to December 31, 2026.

- The Contractor shall assign two (2) on-site service technicians during ASEAN activities for 5 days upon the request of TSD-MSD on the months of July 2026 and November 2026 respectively.

- The contractor shall attend to any escalators and elevator unit requiring emergency repair or service within twenty-four (24) hours from receipt of trouble call.

V. TERMS OF PAYMENT:

Payment for the services rendered by the Contractor pursuant to the PICC specifications and the conditions stated herein shall be made by the PICC on a monthly basis in the approved contract amount, inclusive of 12% VAT and other applicable taxes, subject to completion of the preventive maintenance services for the applicable period and submission of the supporting documents.

1. Request for payment
2. Billing statement/Service invoice
3. Service Report
4. Photos/pictures showing the actual works
5. Valid and current Tax Clearance (for final payment)

The Contractor shall not be paid for incomplete or partial accomplishment of bi-monthly services unless the cause of incomplete or partial accomplishment is due to action of PICC or its representatives.

If any of the regular twelve (12) units Mitsubishi Escalators and of the one (1) Elevator are to be decommissioned or shut down by PICC due to defect/or for a valid cause and not being serviced within one (1) month calendar period, PICC shall deduct such amount base from the actual contract price per unit. The same shall apply to the assigned on-site manpower during the ASEAN event. PICC shall compute and deduct the corresponding amount on an hourly basis for the period in which the assigned technician/s failed to render the required service.

The Contractor shall be paid a proportional amount reckoned from the effectivity of the contract.

The Contractor agrees that there shall be no price increase for the duration of the Contract.

VI. SPECIAL/OTHER CONDITIONS OF THE CONTRACT:

1. The Contractor shall perform the above-mentioned detailed maintenance services for the twelve (12) units Mitsubishi Escalators for a period of seven (7) months and one (1) unit Mitsubishi Elevator for a period of four (4) 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. 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 week 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.

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 policies of the PICC on security, sanitation, environmental compliance, safety and other regulations.

16. The Contractor must assign the following key personnel with general experience for the Preventive Maintenance Service of the escalators and elevators and must submit detailed resume of each personnel:

Key Personnel	**General Experience**
Service Engineer Must be a licensed Mechanical Engineer	With at least 5 years work experience in installation and/or preventive maintenance service of escalators and elevators
Safety Officer	Must have at least five (5) years' work experience as Safety Officer or has undergone 40 Hours Basic Occupational Safety and Health/Construction Occupational Safety and Health (BOSH/COSH) training by Occupational Safety and Health Authority (OSHA) and/or any DOLE accredited Training Centers.
Service Technicians Vocational Graduate or Undergraduate of Mechanical Engineering/Technology	With at least 5 years work experience in supervising installation and/or preventive maintenance service of escalators and elevators

17. 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.

18. 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.

19. 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).

20. Penalties incurred for the late filing/delayed renewal of PTO due to negligence/or inaction of the Contractor shall be shouldered by the same.

VII. SPECIAL/OTHER CONDITIONS OF THE CONTRACT:

The Performance Security shall be in the form:

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:

Forms of Performance Security	**Amount Performance Security (Equal to Percentage of the Total Contract Price)**
a. Cash or Cashier's/Manager's Check issued by a Universal or Commercial Bank	Five percent (5%)
b. 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%)

VIII. TECHNICAL REQUIREMENT/QUALIFICATION:

The contractor must:

1. be in business for installation, repair, operation and maintenance of elevators and escalators in the Philippines for the past five (5) years

2. be a service contractor of elevators and escalators with the capacity to provide all necessary supplies, genuine/authentic/OEM Mitsubishi parts, and materials.

IX. 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. 2026-028

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
PREVENTIVE MAINTENANCE SERVICE OF TWELVE (12) UNITS MITSUBISHI ESCALATORS AND ONE (1) UNIT MITSUBISHI PASSENGER ELEVATOR	₱ _____ **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.: _____