Philippine International Convention Center

REQUEST FOR QUOTATION

Date: July 3, 2026
RFQ No. 2026-105

_____
_____
_____
_____
(Company Name & Address)

Sir/Madam:

The **Philippine International Convention Center, Inc. (PICCI),** through its Bids and Awards Committee, intends to procure **Preventive Maintenance of Thirty-Six (36) Sets Record/Blasi Sliding/Swing Glass Doors.** with an **Approved Budget for Contract (ABC) of One Hundred One Thousand Four Hundred Pesos (₱101,400.00), 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 services/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 July 7, 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. **Notarized Omnibus Sworn Statement with attachments (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney);**
e. **Copy of the Technical Specifications duly signed on all pages;**
f. **Company profile with list of its outstanding clients, with contact person and contact's telephone number within the last 5 years;**
g. **Certifications from PICC' Mechanical Services Division that the participating bidder has conducted ocular inspection of the subject equipment to be maintained;**
h. **Certificate of Project Completion and Satisfactory Performance of PICC Projects within the last three (3) years, if any.**

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

Philippine International Convention Center

TECHNICAL SPECIFICATIONS

I. PROJECT TITLE:

Preventive Maintenance of Thirty-Six (36) Sets Record/Blasi Sliding/Swing Glass Doors

II. APPROVED BUDGET FOR CONTRACT (ABC):

One Hundred One Thousand Four Hundred Pesos (₱101,400.00), VAT Inclusive.

III. PROJECT DESCRIPTION:

The project involves the preventive maintenance of Record/Blasi Automatic Doors at the PH/RH and Delegation Building. The scope of work includes the inspection, cleaning, lubrication, adjustment, alignment and testing of all Record/Blasi Automatic Doors and components to ensure equipment's optimal performance, efficiency and continuous operation. Preventive maintenance activities are intended to minimize equipment downtime, extend service life, and maintain the safe operation of the subject automatic doors.

IV. SCOPE OF WORKS:

Supply of labor, tools and instruments for the quarterly Preventive Maintenance Service (PMS) of thirty-six (36) sets Record/Blasi Automatic Doors listed below for a period of three (3) months or one (1) quarter period, including but not limited to the following activities:

A. QUARTERLY SPECIFIC ACTIVITIES:

1. Check and adjust to normal setting all moving parts.
2. Check condition of door rollers and bearings of each unit.
3. Conduct cleaning and re-lubrication of all units.
4. Conduct diagnostic and functional check for each unit. Re-tighten belts, bolts and screws when necessary.
5. Conduct tune – up and adjustment of micro-processor units/motion detector sensors.
6. Conduct troubleshooting and minor repair, re-calibration of troubled/defective controllers to include automatic voltage regulator and other accessories for their immediate restoration if needed.
7. Conduct cleaning/clearing of floor tracks of sliding doors.
8. Submit evaluation report and recommendation signed by the service manager or service supervisor, and service report signed by field personnel.

9. In case of glass door breakage, contractor shall carefully disassemble/dismantle the door frames from the damaged glass door and install them to PICC' spare tempered glass door with the contractor's supplied consumable materials. If door frames are damaged during the dismantling process, the contractor shall replace it. Then the newly assembled tempered glass door shall be re-installed by the contractor at no additional cost to PICC.
10. Conduct repair and adjustment/re-alignment of door glass/wood panels to maintain proper and safe operation of the subject glass doors using contractor's consumable materials such as screws, metal frames, door frames, rubber door seals, woods, bolts and nuts etc., replace if necessary.
11. Conduct replacement of defective parts using PICC supplied materials such as DC motor, Micro-processor Controller PCB, Sensors, Programmer Control Switch Display, Belts, Bearing, Batteries (12V, 100AH, 20HR), etc. and perform test operation.

A-1. TROUBLE-CALL ACTIVITIES:

1. Respond and check troubled unit/s within 24 hours after receipt of trouble call for emergency repair or service.
2. Conduct troubleshooting, general minor repair and replacement of defective parts using PICC supplied materials of any defective auto glass door unit/s found.

B. INVENTORY OF RECORD/BLASI AUTOMATIC DOORS

Location	Door Type	Qty.
PH/RH Lobby - Main Entrance	Glass Swing Door	12 sets
Plenary Hall - Main Entrance	Glass Swing Door	4 sets
	Wooden Swing Door	4 sets
Reception Hall - Main Entrance	Glass Swing Door	4 sets
	Wooden Swing Door	4 sets
PH/RH 2nd Floor Lobby Entrance	Glass Sliding Door	3 sets
Delegation Building – Entrance to Executive Lounge	Glass Sliding Door	2 sets
Delegation Building – Entrance to Upper Bridgeway	Glass Sliding Door	3 sets

TOTAL	36 sets

V. SPECIAL/OTHER CONDITIONS OF THE CONTRACT:

1. The Contractor shall closely coordinate with the Assistant Director of the Mechanical Services Division or his representative on any maintenance activities to be undertaken.
2. PICC shall provide major materials and replacement parts necessary for repair works, except consumable materials required for regular PMS, cleaning, minor adjustment, re-alignment, and service reporting, which shall be for the account of the Contractor.
3. The Contractor shall provide emergency service (check-up, trouble shooting and general minor repair) on on-call basis within 24 hours after receipt of call free of charge.
4. The following services shall not be part of Contractor's responsibility:

    4.1. Supply and replacement of glass panels, glass panel frames, sensors, transformers, rollers and bearings.

    4.2. Rewinding and reconditioning of motors and control holding coils.

    4.3. Rewiring of electrical and/or electronic controls and accessories of the automatic doors.

5. All preventive maintenance services and repair works shall be performed during regular working hours, 8:00a.m. to 5:00p.m., and from Mondays to Saturdays. However, the Contractor shall not be allowed to do the repair or maintenance works during working hours if the area is being used by PICC' clients except on emergency cases. During emergency service, the contractor shall be allowed to work even beyond regular working hours at his/her own expense.
6. The Contractor shall provide PICC a detailed report of each inspection and or check-up of the said units. The report shall include log readings (if any) taken during inspection, condition of equipment, and recommendation on proper operation and maintenance, and repair work.
7. The Contractor upon request and proper authorization of PICC shall provide additional services not included in the above scope of works. However, it shall go through the normal process of bidding/procurement as per Procurement Law.
8. The Contractor, within the first 30 days of implementation of the 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.

9. The Contractor must submit NBI Clearance or Police Clearance of each assigned personnel to be assigned at the PICC.
10. The contractor shall hold the PICC and its personnel free from any action or suit or liability whatsoever arising from any claim by any or all of the personnel employed by the Contractor to perform the services herein.

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%)

VI. EFFECTIVITY OF CONTRACT:

The Contract shall be for a period of three (3) months or one (1) quarter period from September 01, 2026 to November 30, 2026 with the following schedule:

Activity	Schedule	Requirement
Full Preventive Maintenance Service (PMS)	September 01, 2026 to September 30, 2026	Completion of PMS for all 36 sets of Record/Blasi Automatic Doors with service reports and photos of actual works

Inspection / Check-up Visit	October 15, 2026 and November 16, 2026	Submission of inspection report with recommendations
Emergency Service	As needed	Response within 24 hours from receipt of trouble call

The purpose of the two (2) inspection and check-up visit is to proactively perform necessary door alignment, calibrate the opening and closing operations, and address any potential issues resulting from the regular use of the automatic doors

VII. TERMS OF PAYMENT:

Payments shall be made based on the approved contract amount, inclusive of 12% VAT and all applicable taxes.

SCHEDULE OF PAYMENTS	
First Payment	• Completion and acceptance of the Full Preventive Maintenance Service (PMS) • Submission of service reports and photos of actual works signed by the authorized PICC representative.
Second Payment	• Completion and acceptance of the two (2) Inspection/Check-up Visits. • Submission of inspection reports and recommendations. • Compliance with all remaining contractual obligations.

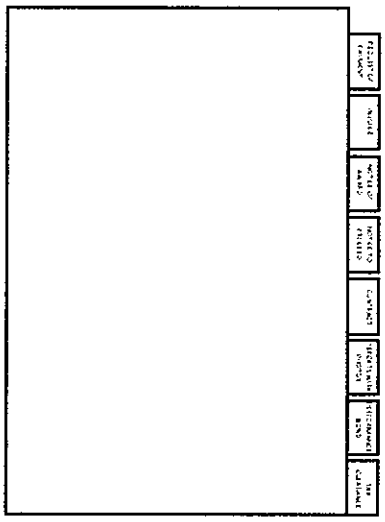
The Contractor shall not be paid for incomplete or partial accomplishment of the required services unless the cause of incomplete or partial accomplishment is due to action of PICC or its representatives.

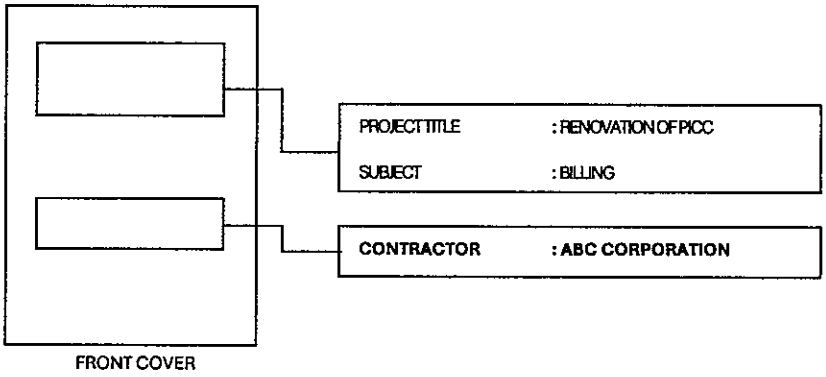
The Contractor agrees that there shall be no price increase for the duration of the Contract.

BILLING DOCUMENT REQUIREMENTS

The Contractor shall submit the following documents for payment:

1. Request for payment
2. Billing statement/Service invoice
3. Notice of Award (Photocopy)
4. Notice to Proceed (Photocopy)
5. Contract (Photocopy)
6. Service Report / Accomplishment Report duly signed by the authorized PICC representative
7. Photos showing the actual works performed
8. Updated performance bond (Photocopy)
9. Valid and current Tax Clearance (Photocopy)





FRONT COVER

Note:

1. All documents must be arranged accordingly and secured in blue long folder, fastened at the top center of the folder with proper tabbing's.
2. All billing request with improper format and incomplete requirements will not be accepted.
3. Billing requests for accomplishments completed prior to the issuance of a Notice of Suspension must be submitted before the suspension takes effect. Otherwise, such billing requests shall not be processed until a resumption order has been issued.

VIII. CONTRACTOR'S QUALIFICATION:

The Contractor must:

1. Be engaged in the business of installation, repair, service, and maintenance of automatic doors (regardless of brand) for at least five (5) years.

2. Have qualified technicians trained and experienced in the maintenance and troubleshooting of automatic door systems.

3. Have no record of unsatisfactory performance, abandoned projects, or unresolved contractual obligations with PICC within the last two (2) years, if applicable.

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. 2026-105

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 of Thirty-Six (36) Sets Record/Blasi Sliding/Swing Glass Doors	₱ _____, **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.: _____