



CONSULATE GENERAL OF THE REPUBLIC OF THE PHILIPPINES  
CONSOLATO GENERALE DELLA REPUBBLICA DELLE FILIPPINE  
MILAN

**REQUEST FOR QUOTATION**

**Procurement of Maintenance Services for the Elevators of the Philippine Consulate General in Milan, Italy**

Date: 06 April 2018

**TO : All Eligible Bidders**

The Philippine Consulate General –Milan, through its Bids and Awards Committee (BAC), invites Suppliers to bid for the hereunder project:

- Name of Project : Procurement of Maintenance Services for the Elevators of the Philippine Consulate General in Milan, Italy
- Brief Description : The Philippine Consulate General (PCG) in Milan intends to procure maintenance services for the three elevators of the Consulate building.
- Procurement Mode : Negotiated Procurement - Small Value Procurement (Sec. 53.9)
- Approved Budget for the Contract (ABC) : One Hundred Twenty Three Thousand Four Hundred Eighty Pesos (Php. 123,480) or Two Thousand One Hundred Sixty Euros (€ 4,280.00) inclusive of all applicable taxes.
- Contract Duration : One (1) year.

In accordance with the attached Request for Quotation (Annex A), prospective bidders shall accomplish and provide accurate information and submit the duly signed Price Quotation Form (Annex B) not later than 12:00 p.m. on 10 April 2018.

Open quotations shall be submitted personally at Philippine Consulate General – Milan, Viale Stelvio 71 – Via Bernina, 18 20159, Milan, Italy or electronic mail (philcongenmilan@gmail.com)

The Philippine Consulate General – Milan reserves the right to accept or reject any or all quotations and to impose additional terms as it may deem proper.

For inquiries, you may contact Ms. Charisse D. Mateo, Property Officer, Philippine Consulate General – Milan, at mobile number +39 388 093 3822.

Very truly yours,

  
**FLAUREEN DACANAY**  
BAC Chairperson

Page 1 of 3

## **TERMS OF REFERENCE**

### **Procurement of Maintenance Services for the Elevators of the Philippine Consulate General in Milan, Italy**

#### **I. ITEM FOR PROCUREMENT**

Maintenance Services for the Elevators of the Philippine Consulate General in Milan, Italy.

#### **II. APPROVED BUDGET FOR THE CONTRACT**

One Hundred Twenty Three Thousand Four Hundred Eighty Pesos (Php. 123,480) or Two Thousand One Hundred Sixty Euros (€ 4,280.00) inclusive of all applicable taxes.

#### **III. BASIC TERM**

The term of contract shall be for a period of one (1) year.

#### **IV. MODE OF PAYMENT**

Bank Transfer

#### **V. REQUIREMENTS**

Provide regular maintenance of the system through:

1. Verification of regular operation of mechanical, electrical devices, traction ropes and door locks by qualified technician.
2. Cleaning and lubrication of the devices.
3. Conduct of half year verification as required by Italian law.
4. Report in case there is a need for repair or replacement of broken devices and immediate suspension of the elevator service in case of danger.
5. 24hours assistance for elevator emergencies.
6. Inclusive of insurance.

#### **VI. CONDITIONS FOR THE PRICE QUOTATIONS**

Price quotations for the abovementioned procurement shall be subject to the following conditions:

- Quotation submitted to this Office for the item/ s considered is/ are Final Offers. In the event that the price is acceptable, a properly accomplished PURCHASE/ JOB ORDER with the necessary finding certified and the delivery date thereby indicated will be served the supplier/ contractor.

- The Philippine Consulate General - Milan hereby reserves the right to reject any or all offers or accept only those it may consider most economical and advantageous to the government.
- Goods/ services supplied and delivered shall be subject to the usual inspection by the auditor or a duly authorized representative, and
- Payment will only be effected by the strict compliance with the usual prescribed accounting and auditing requirements.