



Management System  
ISO 9001:2015



Republic of the Philippines  
**CAMARINES NORTE STATE COLLEGE**  
F.Pimentel Ave., Brgy. 2, Daet, Camarines Norte, 4600 Philippines

Project Ref. No. BAC Reso 0091  
Name of Project: Supply of Annual PMS for the Preventive Maintenance of Machinery and Equipment  
End user/Office: GSO

**BIDS AND AWARDS COMMITTEE**  
**(Goods and Services)**  
[yongie\\_sarion@yahoo.com](mailto:yongie_sarion@yahoo.com), cp#09998612359

**REQUEST FOR QUOTATION**

Sir/Madam:

Please quote your best offer for the items listed below, subject to the Terms and Conditions stated on the next page. Submit your proposals/quotation signed and sealed not later than 29 MAR 2022 to CNSC Bids and Awards Committee for Goods and Service,-BAC Secretariat/SPMO Office, Ground Floor General Administration Building,

Open quotations may be submitted manually or through facsimile or email at the address and contact numbers indicated above. The total approved budget for the contract is **Two Hundred Fifty Thousand Pesos (P250,000.00)**.

  
**ROSALIE A. ALMADRONES, Ph. D.**  
BAC Chairperson

ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1	Annual PMS of Fire Pump and Jockey Pump and Controls @ Engineering Building	1	lot		
2	Annual PMS of Fire Pump and Jockey Pump Controls @ Entrance Pavilion	1	lot		
3	Annual PMS of Elevator in Entrance Pavilion	1	lot		

4	Annual PMS of Lifter in Library	1	lot		
	***See attached terms of reference				

**Terms and Conditions:**

1. Prices and specifications for the quotations should be valid for 30 days.
2. Bid should not exceed the Approved Budget for the Contract.
3. **DELIVERY PERIOD: 30 days** upon receipt of the Purchase Order.
4. Price quotation/s, to be denominated in Philippine peso shall include all kinds of taxes and other charges.
5. The quotations shall **be properly signed with the printed name of the authorized representative.**
6. Any **interlineations, erasures, or overwriting** shall be valid only if they **are signed or initialed** by you or any of your duly authorized representatives.
7. Award of the contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions therein.
8. The following eligibility requirements shall be submitted with the quotations:
  - \*Philippine Government Electronic Procurement System (PhilGEPS) Certificate of Registration;
  - \*Valid and current Mayor's permit;
  - \*Income/Business Tax Return covering the previous six (6) months; and
  - \*Tax Clearance
9. Omnibus Sworn Statement shall be submitted only the Lowest/Single Calculated and Responsive Bidder,
10. Liquidated damages equivalent to one tenth of one percent (0.001) of the value of the goods not delivered/late deliveries within the prescribed delivery period shall be imposed per day of delay.
11. Manual submission of quotations and documents shall be submitted in an envelope **duly sealed and signed** to the following address:
  - The BAC Chairperson**
  - BAC Secretariat/SPMO Office
  - Ground Floor General Administration Building
  - F. Pimentel Ave., Daet, Camarines Norte
12. Proposals/quotation and attached documents for online submission may send the documents **@vangle\_sarion@yahoo.com** on or before the deadline of submission.
13. Implementation of the project shall be in accordance with the provisions of the Revised Rules and Regulations of RA 9184.

\_\_\_\_\_  
Printed Name/Signature

\_\_\_\_\_  
T.I.N. #

\_\_\_\_\_  
Contact Numbers/e-mail address

\_\_\_\_\_  
Company Bank Account Number

\_\_\_\_\_  
Bank Name and branch

Canvassed by/Date: \_\_\_\_\_





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## GENERAL SERVICES OFFICE

### TERMS OF REFERENCE FOR ANNUAL PMS OF ELEVATOR ENTRANCE PAVILION AND LIFTER IN LIBRARY IN CNSC-MAIN CAMPUS

#### 1. Services to be Provided

The Camarines Norte State College (CNSC) requires the PMS of elevator in the Entrance Pavilion and Lifter in the Library in CNSC-main campus.

#### 2. General Scope of Work

The Contractor shall conduct PMS of elevator in the Entrance Pavilion and Lifter in the Library in CNSC-main campus, services include:

##### Inside the Car:

- Examine the interior of the elevator car for damage to the walls, ceiling, and handrails.
- Examine the position indicator lights and replace any burned out lights.
- Operate the elevator going up and down and check the leveling accuracy, acceleration, and deceleration. Make any adjustments deemed necessary.
- Check to make sure that the door moves smoothly and does not slam or bounce.
- Make sure the door restrictor operates properly, make adjustment if necessary.

##### Outside the Car:

- Check the hall stations and lights and replace any burned out lights.
- Inspect the door panel and clearances.
- Test the emergency shutdown.

##### Machine Room:

- Make sure the machine room does not contain any material unrelated to the elevator.
- Check components for leaks, unusual vibration, or wear.
- Inspect electrical components for evidence of overheating or failure.
- Lubricate components, if necessary.
- Check the oil level.
- Make any necessary adjustments.

##### Top of Car:

- Check that the stop switch and inspection station function properly.
- Remove any debris from the top of the car.
- Inspect any visible components, including rollers, guide rails, and leveling devices.
- Check the traveling cables for wear and inspect connections.
- Inspect the door operator and its components.
- Check the hoist-way for evidence of tear and wear, corrosion and fire hazards.

##### Pit:

- Make sure that the stop switch, lights, and GFI outlet function properly.
- Clean the pit and check for signs of leaks.
- Inspect the spring buffers for signs of corrosion, alignment, and secure attachment.
- Inspect all visible components, including rollers, guide rails, safeties, and switches.
- Check the travel cable for wear, pinches, and snags.
- Make sure the sump pump is clean and operating correctly.

#### 3. Requirements



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### GENERAL SERVICES OFFICE

The winning contractor shall provide CNSC with the following minimum requirements:

- 3.1 Qualified personnel (Elevator Mechanic) with valid Competency Certificate, experienced or manufacturer certified service technician for the maintenance services.
- 3.2 Transportation, equipment, tools and supplies necessary to perform maintenance services.

#### 4. Time Schedule/ Program of Service

- 4.1 PMS shall be done on regular working days and hours at 08:00 AM to 05:00 PM with the presence of GSO Technician/Representative.
- 4.2 Notify the designated GSO Technician/Representative immediately in the event if the PMS cannot be done for elevator or the lifter for any unforeseen event/reason on the same day/visit.
- 4.3 The elevator mechanic must fill out a log and note any observations, problems, and recommendations.
- 4.4 After service report shall be submitted to the GSO Office for validation.
- 4.5 Upon completion of the service, both GSO Head and the contractor shall legibly sign the work order.

#### 5. Standards of Work

- 5.1 Elevator and Lifter shall be serviced to meet the manufacturer's recommended performance and standards.
- 5.2 Ensure contractor's personnel leave all serviced equipment and the service area clean, safe and ready to use.
- 5.3 Ensure that the contractor shall always observe the safe working procedure.
- 5.4 Maintenance/Service warranty of thirty (30) days, in the event of warranty claim threatens the malfunction or shutdown of elevator/lifter, the contractor shall immediately respond and correct the issues at their own expense, within five (5) working/ business days upon receipt of warranty claim.

Prepared by:

  
**ENGR. JUNI G. SALMORIN**  
General Services Office- Head

Noted by:

  
**ENGR. CESAR B. BERMUNDO, PME**  
College-Mechanical Engineer





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## GENERAL SERVICES OFFICE

### TERMS OF REFERENCE FOR ANNUAL PMS OF JOCKEY PUMPS AND FIRE PUMPS IN ENTRANCE PAVILION AND ENGINEERING BUILDING CNSC-MAIN CAMPUS

#### 1. Services to be Provided

The Camarines Norte State College (CNSC) requires the PMS of Jockey Pumps and Fire Pumps in Entrance Pavilion and Engineering Building in CNSC-main campus.

#### 2. General Scope of Work

The Contractor shall conduct PMS of Jockey Pumps and Fire Pumps in Entrance Pavilion and Engineering Building in CNSC-main campus, services include:

##### Valves and Piping:

- Check pump suction, discharge and bypass valves to ensure they are open and piping is free of leaks.

##### Pump Controller:

- Check for alarm condition.
- Check that the controller is in automatic start mode.
- Verify alarms during automatic start test.

##### Pressure Relief:

- Check and verify proper operation of the circulation relief valve
- Check components for leaks, corrosion or wear.

##### Pump:

- Check the physical condition of the system to ensure it is secure and undamaged.
- Examine the condition of the pump including its impeller, seals, bearings, valves.
- Check the electric motor voltage and current.
- Verify the pump speed in RPM.
- Check the pump alarm signals.
- Check for any noise and vibration.
- Check the pump coupling alignment, lubricate the coupling.
- Verify the start and stop settings of pumps.
- Ensure that the pressure gauge is properly working.
- Check the pump packing glands to ensure proper tightness and adequate lubrication.
- Check the pump shaft bearings, packing gland stuffing box, and casing for any signs of overheating.
- Record the simultaneous (approximately) readings of pump suction and discharge pressures and pump discharge flow.
- Verify that pump is left in the automatic start mode upon completion of the test.
- Maintenance of the pump and its components should be in accordance with the manufacturers' recommendations.

#### 3. Requirements



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- 4.3 The Mechanic must fill out a log and note any observations, problems, and recommendations.
- 4.4 After service report shall be submitted to the GSO Office for validation.
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- 5.3 Ensure that the contractor shall always observe the safe working procedure.
- 5.4 Maintenance/Service warranty of thirty (30) days, in the event of warranty claim threatens the malfunction or shutdown of serviced equipment, the contractor shall immediately respond and correct the issues at their own expense, within five (5) working/ business days upon receipt of warranty claim.

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General Services Office- Head

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College-Mechanical Engineer