



BASES CONVERSION and DEVELOPMENT AUTHORITY

2/F Bonifacio Technology Center, 31st Street Bonifacio Global City, Taguig City

Tel. No. 8575-1700 loc. 1782/1784

Email: samateo@bcda.gov.ph

REQUEST FOR QUOTATION

(Company Name):


Date: **25 February 2026**

PR #: **0002038**

Please quote your lowest price(s) using this form, or your letterhead. Also, take note of the following details:

- 1) Quotation/s shall be addressed to the Head of Procurement Division. Please indicate Solicitation or Reference No.
- 2) Send the said quotation/s to BCDA or fax the same at no. 8575-1785 not later than 03 March 2026, 5:00 pm
- 3) Quotation/s submitted after the set deadline indicated in item no. 2 shall not be accepted/considered.
- 4) The quotation/proposal shall be properly signed by the authorized representative and/or immediate supervisor.

BCDA reserves the right to accept or reject any or all of the quotations, or waive formally therein, or to accept quotation/s as may be considered most advantageous to the gov't., or to pursue appropriate legal action should the winning bidder refuse to accept the award without justifiable reason/s.


VICKY NATIVIDAD
Canvasser


ALMIRA S. CLARIANES
Chief Administrative Officer

TO: BCDA HEAD OF PROCUREMENT						
Per request, below is/are the price(s) of the article(s)/service(s) as indicated under Unit Price:						
QTY (A)	UNIT	DESCRIPTION/SPECIFICATIONS	UNIT COST (ex-VAT) (B)	VAT (C)	TOTAL UNIT COST (D = B + C)	TOTAL AMOUNT (A x D)
1	Lot	Procurement of Repair of Elevators and Persons with Disability (PWD) Lift				
		ABC Php 2,000,000.00				
		For the Scope of Works, Deliverables and Qualifications of this Procurement (please refer on the attached Terms of Reference (TOR)				
		Delivery Locations: National Government Administrative Center (NGAC), New Clark City, Capas, Tarlac				
					TOTAL AMOUNT	₱

Documentary Requirements upon submission of quotation:

- 1) Valid Mayor's/Business Permit
 - 2) PhilGEPS Registration No.
 - 3) BIR Certificate of Registration (BIR Form 2303)
 - 4) Income/Business Tax Return if the ABC is above 500k
 - 5) Omnibus Sworn Statement and Proof of Authorization
- (Upon notification of Notice of Award-winning bidder must submit within 5 working days the duly NOTARIZED OSS and Proof of Authorization e.g., Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)

Terms and conditions:

- Price: **Inclusive of all applicable taxes**
- Payment: **NET Thirty (30) working days**
- Delivery: _____ **day/s (upon conforme of P.O.)**
- Validity of price: **one (1) month**
- WARRANTY: **at least one (1) year**

We hereby certify, that we have prepared, checked and reviewed this quotation. This quotation is valid unless revoked in writing which should be done prior to our receipt of the Purchase Order or Job Order.

Printed Name/Signature/DATE

Immediate Supervisor

Telephone / Fax Number

TERMS OF REFERENCE (TOR)

REPAIR OF ELEVATORS AND PWD LIFT AT NEW CLARK CITY

I. BACKGROUND:

The Bases Conversion and Development Authority (BCDA) intends to procure the services of a duly licensed, experienced, and qualified service provider to undertake the repair, testing, and inspection of all passenger and Persons with Disability (PWD) elevators located at the New Clark City Sports Facilities, Brgy. Aranguren, Capas, Tarlac. The elevators covered under this engagement are installed at the Athletics Stadium and Athletes' Village.

The objective of this Terms of Reference (TOR) is to restore and maintain full operational capability, enhance efficiency, safety, and reliability, and ensure continuous compliance with applicable laws, technical standards, safety codes, manufacturer's specifications, and environmental regulations. The services shall ensure the elevators are fit for intended use and meet all operational and regulatory requirements of the facilities.

II. SCOPE OF WORK, DELIVERABLES AND QUALIFICATIONS:

The selected service provider shall undertake comprehensive repair works of all the passenger and PWD elevators at Athletics Stadium and Athletes Village. The scope includes, but is not limited to the following:

1. Mobilization
 - Mobilize and transport all required tools, testing instruments, materials, spare parts, equipment, and qualified personnel to the project site.
 - Conduct pre-work coordination meetings, site inspection, safety orientation, and toolbox meetings prior to commencement of works.
 - Prepare the work areas and ensure compliance with site safety, health, and environmental requirements.
2. Troubleshooting and Diagnostic Assessment
 - Conduct comprehensive inspection, testing, and troubleshooting of all passenger and PWD elevators.
 - Identify faults, defective components, and operational issues affecting elevator performance and safety.
 - Submit a diagnostic report and recommend corrective actions for approval prior to repair works, where applicable.
3. Repair of Two (2) Unit Passenger Elevator
 - Perform corrective repair works on two (2) units of passenger elevators, including replacement or adjustment of defective components as necessary.

- Ensure all replacement parts are brand-compatible, compliant with manufacturer specifications, and of approved quality.
- Conduct functional testing after repairs to verify proper operation.

4. Testing, Commissioning, and Acceptance

- Perform functional testing, safety checks, and operational trials for all repaired, and replaced parts of elevators.
- Ensure compliance with applicable elevator safety codes, manufacturer standards, and regulatory requirements.
- Submit test results, commissioning reports, and turnover documentation for final inspection and acceptance by the Client.

5. Demobilization

- Remove all tools, equipment, waste materials, and debris from the site.
Restore work areas to a clean, safe, and orderly condition.
- Demobilize personnel and submit final completion and turnover documents.

III. TECHNICAL SPECIFICATION

IV. WORK PERIOD

The duration of the project shall be Thirty (60) Calendar Days from the date of issuance of Notice to proceed.

V. LOCATION

National Government Administrative Center (NGAC), New Clark City, Brgy. Aranguren, Capas, Tarlac, particularly the Athletics Stadium, and Athlete's Village.

VI. APPROVED BUDGET FOR THE CONTRACT

Two Million Pesos & 0/100 Centavos only (Php 2,000,000.00) inclusive of VAT and all applicable government taxes and fees, chargeable to the BCDA General Appropriations Act (GAA).

The ABC shall be the upper limit or ceiling for the bid prices. Bid prices that exceed the ABC shall be disqualified outright. Bidders shall submit proposals for all line items. Evaluation and contract award will be undertaken as a whole for the project. The Lowest Calculated bidder will be based on the total Amount bid for the project.

VII. WARRANTY

To ensure that any defects or issues arising from the repair of the elevators are addressed by the contractor, a warranty security shall be required from the contract awardee for a minimum period of one (1) year following

acceptance of the completed repair by the BCDA, in accordance with RA No. 12009.

The obligation for the warranty shall be covered by the retention money in an amount equivalent to 5% of the total contract price. The said amounts shall only be released after the lapse of the warranty period.

----- **END** -----

Prepared By:

ENGR. AUSTIN RAYNIÑO O. REYES
Chief Admin. Officer, GSD

Recommending Approval:

MARIA JOSEFINA V. PE
Vice President, PPMD

Approved by:

ATTY. ELVIRA V. ESTANISLAO
Senior Vice President, CSG

BCDA
Bay Area Council on Development Authority

CSG - General Service Department - Clark
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