



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

POSTED IN PUBLIC  
BULLETIN BOARD  
22 DIC. 2023

REQUEST FOR QUOTATION

Procurement of Regular Maintenance Services for the Elevator of the Philippine Consulate General in Milan for the Period 01 January 2024 to 31 December 2024

Date: 22 December 2023

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 Regular Maintenance Services for the Elevator of the Philippine Consulate General in Milan for the Period 01 January 2024 to 31 December 2024

Brief Description : PCG Milan intends to procure regular maintenance services for the three (3) elevators in the building of the Philippine Consulate General in Milan for the period 01 January 2024 to 31 December 2024.

Procurement Mode : GPPB Resolution no. 28-2017 Guidelines for the procurement of Goods and Services, Infrastructure Projects, and Consulting Services to be Procured and Performed Overseas

Approved Budget : **3,500.00 Euros inclusive of all applicable taxes.**

Contract Duration : One (1) year.

In accordance with the attached Request for Quotation (Annex A), prospective bidders shall provide accurate information and **submit the Price Quotation Form not later than 12:00 p.m. on 27 December 2023.**

Open quotations shall be submitted personally at the 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 the BAC Secretariat of the Philippine Consulate General – Milan, at telephone number +39 02 668 25232.



Very truly yours,

  
NORMAN PADALHIN  
BAC Chairperson

**TERMS OF REFERENCE  
REGULAR MAINTENANCE SERVICES FOR PCG MILAN ELEVATORS**

**I. ITEM FOR PROCUREMENT**

Regular Maintenance Service for the two (2) Tassinari elevators and one (1) Schindler service elevator of the Philippine Consulate General in Milan, Italy

**II. APPROVED BUDGET FOR THE CONTRACT**

3,500.00 Euros inclusive of all applicable taxes.

**III. BASIC TERM**

The term of the 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.