

February 22, 2017

Mr. Hans Leo J. Cacdac
Administrator
Overseas Workers Welfare Administration
7th St. Corner, FB Harrison
Pasay City, Metro Manila

OWWA	
BIDS & AWARDS COMMITTEE	
CHAIRPERSON:	<i>Camelia F. Culaso</i>
VICE-CHAIRPERSON:	<i>[Signature]</i>
REGULAR MEMBER:	<i>[Signature]</i>
REGULAR MEMBER:	<i>[Signature]</i>
PROVISIONAL MEMBER:	<i>[Signature]</i>
TWG:	<i>[Signature]</i>

SUBJECT: Preventive Maintenance Services for Four (4) Units Passenger Elevator

PROJECT: Overseas Workers Welfare Administration

Dear Mr. Cacdac,

We are pleased to present to you herewith this offer from Elevating Specialist Philippines, Inc. (hereinafter the "CONTRACTOR") to provide in your favor Preventive Maintenance Services for the works covering your four (4) elevator units and in accordance with the attached scope of work (Annex A):

I. Pricing

Total number of elevators		4
Total number of stops	OWWA Main (2 units OTIS Elevator)	10 stops per unit
	OWWA Main (1 unit OTIS Elevator)	9 stops
	OWWA Intramuros (1 unit BLT Elevator)	4 stops
TOTAL Monthly Preventive Maintenance Services Fee (Net of Taxes)		PhP 26,800.00
Number of months inclusive of engagement		12
TOTAL Preventive Maintenance Service Fee (Net of Taxes)		PhP 321,600.00
Plus VAT:		PhP 38,592.00
TOTAL CONTRACT AMOUNT		PhP 360,192.00
Amount due to ESP Inc. Payment for first month of engagement payable through check upon signing of the contract	20170415390	PhP 30,016.00

II. PAYMENT TERMS:

- Payment due one (1) month after the submission of PM reports for the month.
- The total Service & Maintenance Fee provided above is based on the total number of elevator units.
- All checks shall be made payable to **ELEVATORING SPECIALIST PHILIPPINES INC.**

III. Other Conditions:

- a.) The Service Agreement will be for a period of One (1) year covering elevator equipment requirement of the CLIENT.
- b.) Standard Preventive Maintenance Schedule of services is once a month.
- c.) Above amount does not include any expenses for replacement of defective parts and other materials. These shall be covered by the owner.
- d.) Response time for emergency trouble call under normal environmental conditions is within Twenty Four (24) hours.
- e.) Trouble call service is included in preventive maintenance and will not incur additional charges on the part of the CLIENT.
- g.) The CONTRACTOR guarantees that the services offered will be done to the best of their ability.
- h.) The CONTRACTOR does not guarantee that the elevator mentioned will perform at level of operation due to factors beyond the control of the CONTRACTOR.
- i.) All tools and implements necessary for PM tasks will be provided by CONTRACTOR.
- j.) Included in the PM Services are the following consumables:
 - WD40 Lubricant
 - Contact Cleaner
 - Sandpaper
 - Miniature Fuses
 - Gloves/Goggles

We hope that you will find the above in order. We would be happy to meet with you to discuss this offer.

Thank you and we look forward to be of service to you.

Very truly yours,

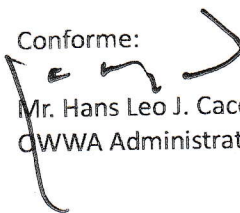

Luz De Luna
Elevating Specialist Philippines Inc.


HERMINIGILDO D. MENDOZA (he)
OIC, Accounting Division

₱240,128.- (May - Dec. 2017)
1. 2-4 2-2-1-3 3-2-1-2
4/24/2017

284 Malapantao St., Barangay Barangka Itaas, Mandaluyong City, Philippines 1550
(+632) 532 4111 . (+632) 533 8805 . www.espi.com.ph

Conforme:


Mr. Hans Leo J. Cacdac
CWWA Administrator

ANNEX A

STANDARD ELEVATOR PREVENTIVE MAINTENANCE

SCOPE OF WORK

1. Check and ensure that the elevator performance parameters are satisfactory as per manufacturer's specification and conformance to standard code. (EN81, ASME-A17)
2. Regular checking and preventive maintenance chores/tasks
3. Identification of any intermittent or potential problems
4. Perform troubleshooting and repair, if necessary
5. Submit periodic maintenance and trouble call report based on logbook records
6. Perform Annual Safety test, including issuance of annual safety certificate in compliance with the requirements of issuance of elevator permits.
7. Submit an Annual Inspection Report with findings and recommendations.

SCHEDULE OF INSPECTION

1. Machine Room

Maintenance Item

Frequency

1.1 Housekeeping	Monthly
1.2 Trash & used parts and oil	Monthly
1.3 Pumping Unit (for hydraulic)	Monthly
1.4 Traction Motor	Monthly
1.5 Control Valve (hydraulic)	Monthly
1.6 Tank (hydraulic)	Monthly
1.7 Piping & Valve	Monthly
1.8 Controller & motor control & inverter unit	Monthly
1.9 Wire Rope Tension	Monthly
1.10 Brake Mechanism	Monthly
1.11 Governor Mechanism	Monthly
1.12 Tighten screw, check contact of SD contactor	2x per year
1.13 Terminals, wires, connectors	2x per year
1.14 Electrical confirmation items	2x per year
1.15 Output signal of load weighing device	2x per year
1.16 Voltage of power supply unit	Annual
1.17 Fuses, high current terminal, main capacitors	Annual
1.18 PCBs & capacitors	Annual
1.19 Traction motor, gearbox & deflector sheave	Annual
1.20 Alignment of pad & plates	Annual
1.21 Cage holder, load weighing device	Annual

1.22 Clean lighting & fan diffuser	Annual
1.23 Terminal of slow down switches	Annual
1.24 Lubricate shaft & check wirings & contacts	Annual
2. Top of Car	
Maintenance Item	Frequency
2.1 Top switch	Monthly
2.2 Operating devices & lights	Monthly
2.3 Car Guide	Monthly
2.4 Guide Rails	Monthly
2.5 Selector tape	Monthly
2.6 Traveling Cables	Monthly
2.7 Door operator	Monthly
2.8 Door hanger, locks, etc.	Monthly
2.9 Car Fan	Monthly
2.10 Terminal box	Monthly
2.11 Levelling operation device	Monthly
2.12 Slow speed operation device	Monthly
2.13 Housekeeping	Monthly
2.14 oilers	Quarterly
2.15 Tension of main ropes	Quarterly
2.16 Top terminal limit switches	Quarterly
2.17 Tighten terminal bolts, screws	2x per year
2.18 Check electrical wire conditions, clean contacts	Annual
3. Hoistway	
Maintenance Item	Frequency
3.1 Limit switches	Monthly
3.2 Hall call station & lanterns	Monthly
3.3 Leveling plates	Monthly
3.4 Slow speed up & down plates	Monthly
3.5 Hoistway doors	Monthly
3.6 Halfway terminal box	Monthly
3.7 Housekeeping	Monthly
3.8 Condition of hoistway walls & beams	Quarterly
3.9 Around counterweight	Quarterly
3.10 Hatchdoor interlock	Quarterly

- 3.11 Governor tension sheave
- 3.12 Bottom limit switches
- 3.13 Gate switch
- 3.14 Belts & chains
- 3.15 Clean hanger case
- 3.16 Main & governor ropes
- 3.17 Motion clearance of traveling cables

- Quarterly
- Quarterly
- 2x per year
- 2x per year
- 2x per year
- Annual
- Annual

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4. Pit

Maintenance Item

- 4.1 General checkup & safety
- 4.2 Stop switch & light
- 4.3 Oil Container
- 4.4 Plunger & cylinder (hydraulic)
- 4.5 Bottom car guides
- 4.6 Traveling cables
- 4.7 Selector tape tension spring
- 4.8 Buffer car/counter weight side
- 4.9 Housekeeping
- 4.10 Clearance of CWT & governor sheave

- Frequency
- Monthly
 - Monthly
 - Monthly
 - Monthly
 - Monthly
 - Monthly
 - Monthly
 - Monthly
 - Monthly
 - Annual

5. Inside Car

Maintenance Item

- 5.1 Car interior
- 5.2 Car controls & panel
- 5.3 Leveling, stopping (acceleration/deceleration)
- 5.4 Car door operation
- 5.5 Ride test (terminal to terminal)
- 5.6 Car lights & ventilation
- 5.7 Restricted device mechanism
- 5.8 Car operating condition
- 5.9 Emergency light
- 5.10 Intercom
- 5.11 Hall push buttons & indicators (all floors)
- 5.12 Indicators on supervisory panel

- Frequency
- Monthly
 - Monthly
 - Monthly
 - Monthly
 - Monthly
 - Monthly
 - Monthly
 - Monthly
 - Monthly
 - Monthly
 - Monthly
 - Monthly

Subscribe and sworn to before me this
day of _____ in _____

MAY 1 1 2017
QUEZON CITY

ATTY. RODOLFO BOLIVAR
NOTARY PUBLIC IN QUEZON CITY
AM Adm. Not. Com. No. NP-080-1-12-17 until 12-31-2018
IBP O.R. No. 1638374 Jan. 2017 up to Dec. 2018
PTR O.R. No. 3881630 C 01-12-17
Roll No. 33832 / TIN #129-871-009
MILE No. V-0019298 valid from 04/15/2016 until 04/14/2019/PASIG CITY
Address: 31-F Harvard St. Cubao, Q.C.