

DELIVERY DUE DATE: One year

Procurement Unit

Tel No.: 045-606-8110 local 157/142

Supplier:

KPI ELEVATORS, INC.

Address:

18th Floor 1 Proscenium Estrella Drive Rockwell Center,

Makati City

TIN:

004-714-864-000 VAT Reg.

Tel. No.:

0919-084-7383

Work Order No.: 2025-081

Date:

4/8/2025

10 No.:

2025-042

Date:

3/7/2025

Mode of Procurement: Direct Contracting

Mode of Payment:

n/30

SIR/MADAM:

You are hereby advised to accomplish/deliver the following job/work within One (1) Year upon receipt of the Work Order as per quotation submitted by you duly approved by the TSU Committee on Bids

and Awards and the President of the Agency

QTY. UN	T DESCRIPTION	UNIT COST	TOTAL COST
1 !	LABOR AND MATERIALS: ELEVATOR MAINTENANCE SERVICES	243,117.43	243,117.43
	Preventive Maintenance for One (1) unit KONE Elevator -Total PMS with Load Testing located at the A. B. Building Lucinda Campus.  (for One (1) year contract)	1	
	III. GENERAL MAINTENANCE  1. The Contractor shall conduct monthly preventive maintenance within the one (1) year contract.  2. The Contractor shall provide at his own expense (except Owner-Supplied Services and Materials) all necessary labor, supervision, tools, equipment, materials consumables services, and all items of expense necessary to complete the project. The specific works are as follows:  2.1 Cleaning and checking brake sleeve/shaft/plunger.  2.2 Checking brake lining  2.3 General brake adjustment and oiling  2.4 Check gear oil level.  2.5 Check any irregular noise from stand/thrust bearing, etc.  2.6 Check emergency power source battery/battery charger.  2.7 Check oil leakage from oil seal/gasket.  2.8 Check and clean door motor/replacement of door motor	APR 15 20 DATE  TO DATE IN	ALID OF

(Please read carefully at the back hereof)

Charge to: 02-206441 ROA No.: 2025-04-1128 CONFORME & RECEIVE COPY:

RACHELLE C. SERNA KPI ELEVATORS, INC.

Firm/Dealer/Supplier/Contractor

APRIL 14, 2025

Date

Bank Account Name: KPI ELEVATORS, INC.

Revision No.: 01

Bank Account Number: 0132548265000

SCB PHP Bank Name:

Form No.: TSU-PRO-SF 10

Bank Address: Ayala Ave., Makati City

**FUNDS AVAILABLE** 

JASPER A. YAUDER, CPA

Budget Officer

APPROVED:

DR. ARNOLD E. VELASCO

Presidento 1 0 2025

Authorized Official

Effectivity Date: March 01, 2017

Page 1 of 5



One Year **DELIVERY DUE DATE:** 

Procurement Unit

Tel No.: 045-606-8110 local 157/142

KPI ELEVATORS, INC. Supplier:

18th Floor 1 Proscenium Estrella Drive Rockwell Center. Address:

Makati City

TIN: 004-714-864-000 VAT Reg.

Tel. No.: 0919-084-7383 Work Order No.: 2025-081

Date: 4/8/2025

10 No. : 2025-042

Date: 3/7/2025

Mode of Procurement: Direct Contracting

Mode of Payment:

n/30

SIR/MADAM:

You are hereby advised to accomplish/deliver the following job/work within One (1) Year upon receipt of the Work Order as per quotation submitted by you duly approved by the TSU Committee on Bids

QTY. UNIT	DESCRIPTION	UNIT COST	TOTAL COST
	2.9 Check and clean inductor/inductor plate run by 2.10 Check safety catch mechanism/tightened lifting rod screws. 2.11 Check and adjust car/counterweight guide shoes/guide shoes rollers. 2.12 Check in car kickplates, trimmings, formicas, tiling. 2.13 Check in car lighting and fan. 2.14 Check and eliminate running noise or vibration. 2.15 If the Car Operating Panel (COP), Hall Operating panel (HOP), backup battery, door wire rope, main wire rope, pulley, machine drive or any part of the elevator breaks down, the Tarlac State University shall supply the replacement parts, but the Contractor shall undertake the necessary installation/repairs to bring it back to its normal operational condition. 2.16 Calibration & Load Testing 2.17 All expenses for the renewal of the Certificate of Operation for the Passenger Elevator and other pre-requisite government permits and clearances shall be provided by TSU. The Contractor should be physically present together with TSU/OFDM personnel during the annual inspection. 3. The Contractor shall provide recordkeeping, a complete log must be kept that contains records of all maintenance, adjustments, repairs, replacements performed on the elevator. The log must include the following:	COLON O	V AUG

(Please read carefully at the back hereof)

Charge to: 02-206441 ROA No.: 2025-04-1128 CONFORME & RECEIVE COPY:

RACHELLE C. SERNA KPVELEVATORS, INC. Firm/Dealer/Supplier/Contractor

APRIL 14, 2025

Bank Account Name: KPI ELEVATORS, INC.

Bank Account Number: 0132548265000

Bank Name: SCB PH

Form No.: TSU-PRO-SF 10

Bank Address: Ayala Ave., Makati City

FUNDS AVAILABLE:

JASPER A. YAUDER, CPA

Budget Officer

APPROVED:

DR. ARNOLD E. VELASCO

President 0 1 0 202

Authorized Official

Page 2 of 5

Revision No.: 01

Effectivity Date: March 01, 2017







DELIVERY DUE DATE:

One Year

Procurement Unit

Tel No.: 045-606-8110 local 157/142

Supplier:

KPI ELEVATORS, INC.

Address:

18th Floor 1 Proscenium Estrella Drive Rockwell Center, Makati City

TIN:

004-714-864-000 VAT Reg.

Tel. No.:

0919-084-7383

Work Order No.: 2025-081

Date:

4/8/2025

10 No.:

2025-042

Date:

3/7/2025

Mode of Procurement: Direct Contracting

**UNIT COST** 

TOTAL COST

Mode of Payment:

n/30

SIR/MADAM:

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DESCRIPTION

	1
UNIT	
	UNIT

3.2 Names of participating personnel

3.3 Description of tasks performed, including tests and inspections, reports trouble calls, corrective action, recommendations, or any other incidents related to the elevator.

4. Maintenance, repairs, or replacements shall have performed only by the trained technicians of the Contractor.

5. The program shall include but not limited to, maintaining the elevator to run a rate speed, rated capacity, desired door open/close timing of designated floor stops, required floor and leveling parameters.

6. Safety

3.1 Dates

6.1The following practices shall be observed, at a minimum during maintenance, inspection, or testing procedures: 6.1.1 All safety devices must be in operational condition.

6.1.2 Lock-Out/Tag-Out procedures must be followed if maintenance procedures require that equipment not be operated.

6.1.3 Ensure that personnel performing maintenance, inspection and testing task wear a proper protective equipment such as shoes, hard hats, eye protection, hand protection, etc.

6.1.4 Provide barriers and signage where applicable, especially at Landing doors.

6.1.5 Upon completion of work, remove any jumper wires that were used.

(Please read carefully at the back hereof)

Charge to: 02-206441 ROA No.: 2025-04-1128 CONFORME & RECEIVE COPY:

RACHELLE C. SERNA KZI ELEVATORS, INC.

Firm/Dealer/Supplier/Contractor

APRIL 14, 2025

Bank Account Name: KPI ELEVATORS, INC.

Bank Account Number: \_\_0132548265000

Bank Name: SCB PHP

Bank Address: Ayala Ave., Makati City

FUNDS AVAILABLE

ASPER A. YAUDER, CPA

Budget Officer

APPROVED:

OR. ARNOLD E. VELASCO

President APR 1 1 202

Authorized Official

Effectivity Date: March 01, 2017

Page 3 of 5

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18th Floor 1 Proscenium Estrella Drive Rockwell Center. Address:

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RACHELLE C. SERNA KPI/ELEVATORS, INC.

Firm/Dealer/Supplier/Contractor

Bank Account Name: \_ KPI ELEVATORS, INC.

Bank Account Number: \_\_0132548265000

Bank Name: SCB PHP

Bank Address: Ayala Ave., Makati City

FUNDS AVAILABLES

JASPER A. YAUDER, CPA

Budget Officer

APPROVED:

DR. ARNOLA E. VELASCO

President Tho

Authorized Official

Form No.: TSU-PRO-SF 10

Revision No.: 01

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Bank Name: SCB PHP

Form No.: TSU-PRO-SF 10

Bank Address: Ayala Ave., Makati City

FUNDS AVAILABLE

ASPER A. YAUDER, CPA

Budget Officer

APPROVED:

TR. ARNOLD E. VELASCO

President APR 1 0 2021

Authorized Official

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QTY.	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1	lot	LABOR AND MATERIALS: ELEVATOR MAINTENANCE SERVICES	243,117.43	243,117.43
		Preventive Maintenance for One (1) unit KONE Elevator -Total PMS with Load Testing located at the A. B. Building Lucinda Campus.  (for One (1) year contract)		
		III. GENERAL MAINTENANCE  1. The Contractor shall conduct monthly preventive maintenance within the one (1) year contract.  2. The Contractor shall provide at his own expense (except Owner-Supplied Services and Materials) all necessary labor, supervision, tools, equipment, materials consumables services, and all items of expense necessary to complete the project. The specific works are as follows:  2.1 Cleaning and checking brake sleeve/shaft/plunger.  2.2 Checking brake lining  2.3 General brake adjustment and oiling  2.4 Check gear oil level.  2.5 Check any irregular noise from stand/thrust bearing, etc.  2.6 Check emergency power source battery/battery charger.  2.7 Check oil leakage from oil seal/gasket.  2.8 Check and clean door motor/replacement of door motor carbon brushes.	CAPP 15	2025

(Please read carefully at the back hereof)

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KPI ELEVATORS, INC.

Firm/Dealer/Supplier/Contractor

Date

Bank Account Name: \_

Bank Account Number:

Bank Name: \_\_

Bank Address:

**FUNDS AVAILABLE** 

JASPER A. YAUDER, CPA

**Budget Officer** 

APPROVED:

DR. ARMOLD E. VELASCO

President APR 1 0 202

Authorized Official

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QTY.	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
		2.9 Check and clean inductor/inductor plate run by		
	1	2.10 Check safety catch mechanism/tightened lifting rod		
	1	screws.		
	1	2.11 Check and adjust car/counterweight guide shoes/guide		
		shoes rollers.		
	1	2.12 Check in car kickplates, trimmings, formicas, tiling.		
	1	2.13 Check in car lighting and fan.		
		2.14 Check and eliminate running noise or vibration.		
		2.15 If the Car Operating Panel (COP), Hall Operating panel		
	1	(HOP), backup battery, door wire rope, main wire rope, pulley,		
		machine drive or any part of the elevator breaks down, the		
		Tarlac State University shall supply the replacement parts, but		
	ì	the Contractor shall undertake the necessary	CELON DAY	
		installation/repairs to bring it back to its normal operational	MICO	
		condition.		
	1	2.16 Calibration & Load Testing	APR 15 7025 (	
		2.17 All expenses for the renewal of the Certificate of	III II I a sour	
		Topolation for the rabbeller blevator and other pre requipted	DATE	- 1
		government permits and clearances shall be provided by TSU	to the New 12 All New	
	1	The Contractor should be physically present together with	100	$\circ$ $\cup$
		TSU/OFDM personnel during the annual inspection.	STATE THINGS	
	1	3. The Contractor shall provide recordkeeping, a complete log	ALC:	
		must be kept that contains records of all maintenance,		
	1	adjustments, repairs, replacements performed on the elevator.		
		The log must include the following:		

(Please read carefully at the back hereof)

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Date

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Bank Account Number:

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Bank Address: \_

FUNDS AVAILABLE:

JASPER A. YAUDER, CPA

**Budget Officer** 

APPROVED:

OR. ARNOLDE. VELASCO

President Que

**Authorized Official** 

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QTY.	UNIT	DESCRIPTION	UNIT COST	TOTAL COS
		3.1 Dates		
		3.2 Names of participating personnel		
		3.3 Description of tasks performed, including tests and		
		inspections, reports trouble calls, corrective action,		
		recommendations, or any other incidents related to the		
	1	elevator.		
	1	4. Maintenance, repairs, or replacements shall have performed		
	1	only by the trained technicians of the Contractor.		
	1	5. The program shall include but not limited to, maintaining		
	1	the elevator to run a rate speed, rated capacity, desired door		
	1	open/close timing of designated floor stops, required floor		
	-	and leveling parameters.		
	1	6. Safety	MESION	0:
	1	6.1The following practices shall be observed, at a minimum	MIESIDIA	N A
	1	during maintenance, inspection, or testing procedures:	Com	18
	1	6.1.1 All safety devices must be in operational condition. 6.1.2 Lock-Out/Tag-Out procedures must be followed if	A PER STORY	PA AND TO THE
		maintenance procedures require that equipment not be	400 4	
	1	operated.	CAPR 15 20	25
	1	6.1.3 Ensure that personnel performing maintenance,	H I has that then the	
		inspection and testing task wear a proper protective	10	(A)
	1	equipment such as shoes, hard hats, eye protection, hand	CSTATE !	Marie V
		protection, etc.	CALE	
	1	6.1.4 Provide barriers and signage where applicable,		
		especially at Landing doors.		
		6.1.5 Upon completion of work, remove any jumper wires that		
		were used.		

(Please read carefully at the back hereof)

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#### KPI ELEVATORS, INC.

Firm/Dealer/Supplier/Contractor

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Bank Account Name: \_\_\_\_\_

Bank Account Number: \_\_\_\_

Bank Name: \_\_

Bank Address:

Form No.: TSU-PRO-SF 10 Revision No.: 01

JASPER A. YAUDER, CPA

FUNDS AVAILABLE

**Budget Officer** 

APPROVED:

ARNOLD E. VELASCO

President APR 1 0 202

Authorized Official

Effectivity Date: March 01, 2017 Page 3 of 5







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3/7/2025

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SIR/MADAM:

You are hereby advised to accomplish/deliver the following job/work within One (1) Year upon receipt of the Work Order as per quotation submitted by you duly approved by the TSU Committee on Bids and Awards and the President of the Agency

QTY. UNIT	DESCRIPTION	UNIT COST	TOTAL COST
	IV. RESPONSIBILITIES OF THE CONTRACTOR  1. The Contractor shall ensure that service technicians to be assigned at the Tarlac State University (TSU) are well screened, technically and professionally trained, courteous, cooperative, efficient reliable, trustworthy, well-groomed, physically, and mentally fit. No personnel shall be assigned who have not been approved by the TSU/Office of Facilities Development and Management (OFDM).  2. The Contractor and its service technicians shall agree to abide by the safety and security requirements of the TSU. They must comply with the TSU's House Rules and Regulations, directives, instructions and other existing rules and regulations while inside the premises.  3. The Contractor's service technicians shall subject themselves to security checks, but not limited to examination of the person and/or his/her personal belongings.  4. The Contractor shall ensure that its service technicians wear their proper company working uniform equipped with appropriate Personal Protective Equipment (PPE) while performing service maintenance and repair works inside the TSU's premises. Loitering inside the TSU's premises is not allowed.  5. The Contractor shall provide/equip all its service technicians with the tools during the contract without any additional cost to the TSU.	APR 15	2025

(Please read carefully at the back hereof)

Charge to: 02-206441 ROA No.: 2025-04-1128 CONFORME & RECEIVE COPY:

#### KPI ELEVATORS, INC.

Firm/Dealer/Supplier/Contractor

Date

Bank Account Name: \_

Bank Account Number:

Bank Name: \_\_

Bank Address: \_\_\_

FUNDS AVAILABLE

JASPER A. YAUDER, CPA

**Budget Officer** 

APPROVED:

JOR. ARNOLD E. VELASCO President OLPR 1 0

Authorized Official

Form No.: TSU-PRO-SF 10 Revision No.: 01

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**DELIVERY DUE DATE:** One year

Procurement-Unit

Tel No.: 045-606-8110 local 157/142

KPI ELEVATORS, INC. Supplier:

18th Floor 1 Proscenium Estrella Drive Rockwell Center,

Address: Makati City

TIN: 004-714-864-000 VAT Reg.

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QTY. UNIT	DESCRIPTION	UNIT COST	TOTAL COST
	6. The Contractor shall see to it that the area is clean and in its original condition after the servicing has been made. Any damage/s caused by the Contractor's assigned technician or personnel shall be restored by the Contractor at no additional cost to TSU.  7. All other items of work not specifically mentioned but which are necessary to complete the work shall be provided by the Contractor at no additional cost to TSU.  V. WARRANTY  1. Contractor's Warranty: Contractor agrees to repair, restore, or replace passenger elevator parts that fail in materials or workmanship within specified warranty period at no additional cost to TSU.  warranty: TBA-Separate proposal for all repair requirements  ***********************************	DA APR 15 20	25

(Please read carefully at the back hereof)

Charge to: 02-206441 ROA No.: 2025-04-1128 CONFORME & RECEIVE COPY:

#### KPI ELEVATORS, INC.

Firm/Dealer/Supplier/Contractor

Date

Bank Account Name: \_\_

Bank Account Number: \_\_\_\_\_

Bank Name: \_\_

Bank Address: \_

FUNDS AVAILABLE:

JASPER A. YAUDER, CPA

Budget Officer

APPROVED:

R. ARNOLD E. VELASCO

President PR 1 0 20

Authorized Official

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