



WORK ORDER

DELIVERY DUE DATE: Quarterly

Procurement Unit
Tel. No.: 045-606-8142/606-8157

Supplier : THE LIFT COMPANY PHILIPPINES, INC.
Address : 2nd floor, Fortune Building, 144 Pasig Blvd., Pasig City
TIN : 007-603-943-000 VAT Reg.
Tel. No. : 0919-178-8674 / 0917-872-2451

Work Order No.: 2023-096
Date : 5/18/2023
JO No. : 2023-078
Date : 3/30/2023
Mode of Procurement: Direct Contracting
Mode of Payment: Quarterly

SIR/MADAM:

You are hereby advised to accomplish/deliver the following job/work **Quarterly for 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
1	lot	<p>LABOR AND MATERIALS: ELEVATOR MAINTENANCE, Preventive Maintenance for 1 Unit Elevator located at SAS Bldg. and A. B. Bldg. Lucinda Campus Maintenance Service Fee (for One year Contract), "Nippon" Elevator (SAS Bldg.) Lucinda Campus</p> <p>GENERAL MAINTENANCE</p> <p>1. The Contractor shall conduct quarterly/every three (3) months of preventive maintenance within the one (1) year contract.</p> <p>2. The Contractor shall provide at his own expense (except Owner-Supplied Services and Materials) all necessary labor, supervision, tools, equipment, materials consumable services and all items of expense necessary to complete the project. The specific works are as follows:</p> <p>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 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. 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.</p>	58,000.00	<u>58,000.00</u>

COMMISSION ON AUDIT - TSU

RECEIVED

MAY 30 2023

(Please read carefully at the back hereof)

Charge to: 02-264491
ROA No.: 2023-04-1276
CONFORME & RECEIVE COPY:

MELVIN MENDOZA 5/30/23
THE LIFT COMPANY PHILIPPINES, INC.

Firm/Dealer/Supplier/Contractor

Bank Account Name: THE LIFT COMPANY PHILIPPINES INC.
Bank Account Number: SA# 007040003357
Bank Name: BANCO DE ORO (SHOW-PASIG BLVD. BRANCH)
Bank Address: 145 VENTURE VISION BLDG. BRGY. PIMBA PASIG CITY

FUNDS AVAILABLE:

JASPER A. YAUDER, CPA

Budget Officer

APPROVED:

DR. GRACE N. ROSETE

Vice President for Administration

Authorized Official



WORK ORDER

DELIVERY DUE DATE: Quarterly

Procurement Unit
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SIR/MADAM:

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QTY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
		<p>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.</p> <p>2.16 Calibration & Load Testing</p> <p>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/FDMO personnel during annual inspection.</p> <p>3. The Contractor shall provide recordkeeping, a complete log must be kept that contains records of all maintenance, adjustments, repairs, replacement performed on the elevator. The log must include the following:</p> <p>3.1 Dates</p> <p>3.2 Names of participating personnel</p> <p>3.3 Description of tasks performed, including tests and inspections, reports trouble calls, corrective action, recommendations, or any other incidents related to the elevator.</p> <p>4. Maintenance, repairs, or replacement shall have performed only by the trained technicians of the Contractor</p> <p>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.</p> <p>6. Safety</p> <p>6.1 The following practices shall be observed, at a minimum during maintenance, inspection, or testing procedures:</p>		

(Please read carefully at the back hereof)

Charge to: 02-20641
ROA No.: 2023-05-1278
CONFORME & RECEIVE COPY:

MENYA MENDOZA 5/30/23
THE LIFT COMPANY PHILIPPINES, INC.
Firm/Dealer/Supplier/Contractor

Bank Account Name: THE LIFT COMPANY PHILIPPINES INC.
Bank Account Number: 544 00 704 000 3357
Bank Name: BANCO DE ORO (SHAW - PASIG BLVD. PASIG BRANCH)
Bank Address: 195 VENTURE VISION BLDG., ANGELO PINEDA, PASIG CITY

COMMISSION ON AUDIT-TSU
RECEIVED
Date: MAY 30 2023

FUNDS AVAILABLE:
JASPER A. YAUDER, CPA
Budget Officer

APPROVED:
DR. GRACIE N. ROSETE
Vice President for Administration
Authorized Official



WORK ORDER

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QTY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
		<p>6.1.1 All safety devices must be in operational condition.</p> <p>6.1.2 Lock-Out/Tag-Out procedures must be followed if maintenance procedures require that equipment not be operated.</p> <p>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.</p> <p>6.1.4 Provide barriers and signage where applicable, especially at Landing doors.</p> <p>6.1.5 Upon completion of work, remove any jumper wires that were used.</p> <p>6.1.6 Provide proper lighting.</p> <p>RESPONSIBILITIES OF THE CONTRACTOR</p> <p>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.</p> <p>No personnel shall be assigned who has not been approved by the TSU/Facilities Development and Management Office (FDMO).</p> <p>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.</p> <p>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.</p> <p>4. The Contractor shall ensure that its service technicians wear their proper company working uniform equipped with</p>		

(Please read carefully at the back hereof)

Charge to: 02-201440
ROA No.: 2023-05-1278
CONFORME & RECEIVE COPY:

MELVIN A. ROSETE 5/30/23
THE LIFT COMPANY PHILIPPINES, INC.
Firm/Dealer/Supplier/Contractor

Bank Account Name: THE LIFT COMPANY PHILIPPINES INC.
Bank Account Number: SK# 007040003357
Bank Name: BANCO DE ORO (SHAW - PASIG BLVD. BRANCH)
Bank Address: 145 VENTURE VISION BLDG., BRGY. PINZON PASIG CITY

COMMISSION ON AUDIT - TSU

RECEIVED
MAY 30 2023

FUNDS AVAILABLE:

JASPER A. YAUDER, CPA
Budget Officer

APPROVED:

DR. GRACE M. ROSETE
Vice President for Administration
Authorized Official



WORK ORDER

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QTY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
		<p>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.</p> <p>5. The Contract shall provide/equip all its service technicians with the tools during the contract without any additional cost to the TSU.</p> <p>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.</p> <p>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.</p> <p>WARRANTY</p> <p>1. Contractor's Warranty: Contractor agrees to repair, restore, or replace passenger elevator parts that fail in materials or workmanship within the specified warranty period at no additional cost to TSU.</p> <p>PAYMENT</p> <p>-Payment shall be made after each visit quarterly</p> <p>Note: Excluding on call Charge</p> <p>*****</p>		

(Please read carefully at the back hereof)

Charge to: 02-206441
ROA No.: 2023-05/1274
CONFORME & RECEIVE COPY:

MELVIN PLEHODZA 5/30/23
THE LIFT COMPANY PHILIPPINES, INC.
Firm/Dealer/Supplier/Contractor

Bank Account Name: THE LIFT COMPANY PHILIPPINES INC.
Bank Account Number: SA # 00704 0003357
Bank Name: BANCO DE ORO (SHAW-PASIG BLVD. BRANCH)
Bank Address: 145 VENTURE VISION BLDG., BRGY. PINBUK PASIG CITY

COMMISSION ON AUDIT - TSU
RECEIVED
Date: MAY 30 2023

FUNDS AVAILABLE:

JASPER A. YAUDER, CPA
Budget Officer

APPROVED:

DR. GRACE N. ROSETE
Vice President for Administration
Authorized Official



WORK ORDER

Procurement Unit
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ROA No. : 2023-05-1278
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Firm/Dealer/Supplier/Contractor

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COMMISSION ON AUDIT-TSU
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Date: MAY 30 2023

FUNDS AVAILABLE:

JASPER A. YAUDER, CPA
Budget Officer

APPROVED:

DR. GRACE N. ROSETE
Vice President for Administration
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JASPER A. YAUDER, CPA

Budget Officer

APPROVED:

DR. GRAE N. ROSETE

Vice President for Administration

Authorized Official



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COMMISSION ON AUDIT - TSU
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MAY 30 2023

Charge to: 02-201440
ROA No. : 2023-05-1278
CONFORME & RECEIVE COPY :

FUNDS AVAILABLE:

JASPER A. YAUDER, CPA

Budget Officer

THE LIFT COMPANY PHILIPPINES, INC.

Firm/Dealer/Supplier/Contractor

Bank Account Name: _____
Bank Account Number: _____
Bank Name: _____
Bank Address: _____

APPROVED:

DR. GRACE R. ROSETE

Vice President for Administration

Authorized Official



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		<p>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.</p> <p>5. The Contract shall provide/equip all its service technicians with the tools during the contract without any additional cost to the TSU.</p> <p>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.</p> <p>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.</p> <p>WARRANTY</p> <p>1. Contractor's Warranty: Contractor agrees to repair, restore, or replace passenger elevator parts that fail in materials or workmanship within the specified warranty period at no additional cost to TSU.</p> <p>PAYMENT</p> <p>-Payment shall be made after each visit quarterly Note: Excluding on call Charge</p> <p>*****</p>		

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JASPER A. YAUDER, CPA

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Firm/Dealer/Supplier/Contractor

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APPROVED:

DR. GRACE M. ROSETE

Vice President for Administration

Authorized Official