



Republic of the Philippines  
**SOUTHERN LUZON STATE UNIVERSITY**  
Lucban, Quezon



## REQUEST FOR QUOTATION

### MAINTENANCE SERVICES OF ELEVATOR (GSO)

**Purchase Request No. 2025-03-1048**

**Approved Budget for the Contract: ₱ 161,000.00**

The Southern Luzon State University through the Bids and Awards Committee invites interested firms/supplier to submit quotation for the procurement for Maintenance Services of Elevator (GSO) to apply the sum of One Hundred Sixty-One Thousand Pesos Only (₱ 161,000.00) inclusive of VAT, being the **Approved Budget for the Contract (ABC)**, details as follows:

Qty.	Unit	ITEM/S DESCRIPTION
7	mos.	Maintenance Services (Technical) Elevator of CABHA Building (June to December 2025)
		*see attached document for scope of works

1. The quotation must be submitted (can also be send thru email at the contact details listed below) or to the Office of the Procurement Office/Bids and Awards Committee, Southern Luzon State University, 2<sup>nd</sup> Flr. Hermano Puli Building, and shall be received by the Committee.

E-mail : [slsuprourement@slsu.edu.ph](mailto:slsuprourement@slsu.edu.ph)

2. The SLSU reserves the right to reject any or all quotations and/or proposals and waive any formalities/ informalities therein and to accept such bids it may consider as most advantageous to the agency and to the government. Southern Luzon State University SLSU neither assumes any obligation for whatsoever losses that may be incurred in the preparation of bids, nor does it guarantee that an award will be made.

  
**MARIDEL C. ZABELLA**  
Director, Procurement Office  
Southern Luzon State University  
Lucban, Quezon  
Tel. No.: (042)540-6519





**Republic of the Philippines  
Southern Luzon State University  
General Services Office  
Lucban, Quezon**

**PROJECT TITLE:** MONTHLY ELEVATOR PREVENTIVE MAINTENANCE

**PROJECT LOCATION:** SLSU Main Campus

**OWNER:** Southern Luzon State University

**SUBJECT:** Scope of works/General Works

### **1. General Inspection**

- Visual inspection of elevator cab, hoistway, and pit
- Check for unusual noises, vibrations, or operational issues
- Inspect lighting and ventilation in the elevator car
- Ensure emergency lighting and alarm systems are functional

### **2. Control System Checks**

- Inspect control panel for signs of wear, damage, or loose wiring
- Test elevator call buttons and ensure accurate floor stops
- Check communication systems (intercom, phone line)

### **3. Safety Devices**

- Test door sensors, safety edges, and reversal devices
- Verify the functionality of emergency stop switches
- Inspect and test fire recall systems
- Ensure car and landing door locking mechanisms operate correctly

### **4. Mechanical Components**

- Lubricate key mechanical parts such as rails, chains, and pulleys
- Inspect cables, belts, and counterweights for wear or damage
- Check buffer systems in the elevator pit
- Ensure guide rails are clean and properly aligned

### **5. Electrical Systems**

- Inspect wiring connections for overheating or corrosion
- Test relays, switches, and fuses for proper function
- Clean electrical contacts and ensure secure connections

### **7. Operational Tests**

- Test elevator speed, leveling, and floor alignment
- Verify proper door operation (opening/closing speed and alignment)
- Conduct load simulation tests if necessary

## 8. Cleaning and Housekeeping

- Clean the machine room to maintain proper ventilation
- Remove debris and dust from tracks, door sills, and control panels
- Ensure machine room access is clear and secure

## 9. Documentation and Reporting

- Maintain detailed logs of inspections, repairs, and adjustments
- Provide a checklist of completed tasks for each visit
- Highlight potential issues requiring future attention

Prepared by:

  
**ENGR. RONELITO O. SAN JOSE**

Head, Physical Plant and Facilities

Recommending approval by:

  
**DR. ARVIN N. NATIVIDAD**

OIC, VP Administrative and Financial Affairs

Approved by:

  
**DR. FREDERICK D. VILLA**

University President