



Republic of the Philippines  
Department of Health  
National Capital Regional Office  
**VALENZUELA MEDICAL CENTER**  
Padrigal St., Karuhatan, Valenzuela City  
Telefax No. 294-4625

FM-PROC-010  
Rev 2 - 03/15/17

## JOB ORDER

JOB ORDER NO.: 25-02-014

DATE : February 4, 2025

Mode of Procurement: Direct Contracting

TO: **IFE ELEVATORS PHILIPPINES, INC.**  
B2 L1 Kingston Bldg Acacia Ave. Madrigal Business Park Alabang  
Muntinlupa City

AUTHORITY FOR WORK ORDER:

(1) Completion time from the date this work order received by the Contractor/Supplier: 8 Months

(2) PARTICULARS: For Preventive Maintenance Service of 1 unit Elevator of Valenzuela Medical Center - Hospital Building

ITEM NO.	WORK TO BE DONE	TOTAL PRICE
1	Monthly Preventive Maintenance Service of Passenger Elevator at Valenzuela Medical Center - Hospital Building, Brand: (IFE Metis-CR1, 1050kgs, 4 stops)	8 Monthly 25,000.00 200,000.00
	<b>Scope of Work:</b> Examine, adjust and lubricate all the appropriate parts of all motors, controllers, brakes, door operators, rail guides, lift cars, and inspect the wear and tear condition of the equipment	
	1. Machine Room - Inspection and Cleaning of Traction Motor, Rotary Encoder, Contacts Continuity, Terminal, Control Panel and Parameters, Governor Assembly and Governor Rope, Safety Stop Switches	
	2. Car Top - Inspection of Car Top Sheave, Hoist Rope, Car Top Inspection and Safety Switches, * Car Door - Inspection of Door Guide & Eccentric Rollers, Belt & Pulley, Door Arm and Gripper, Slide Guide, Car Door Switches, Power Supply, Wire Termination, Run-by at all Floors, Leveling Vain, Car Top Lightings, Car Door Mechanism, Car Door Sensor, Lubrication of Bearings	
	3. Elevator Shaft - Inspection of Main Ropes (tension and condition), Limit Switch (contacts, running clearance), Slide Guide, Counterweight Assembly (guide roller, sheave, sheave rope guard, sheave cover, counterweight blocks, compensating rope, Landing Door (hanger rollers, eccentric rollers, air cord, slide guide shoe, lathe rollers, door contact/interlock, door hanger rails, headers, air cord pulley, wirings, door sill) - Cleaning of Elevator Shaft	
		BY: <i>[Signature]</i> TIME: <i>5:00</i>
	<b>TWO HUNDRED THOUSAND PESOS ONLY</b>	200,000.00

PURPOSE For Preventive Maintenance Service of 1 unit Elevator of Valenzuela Medical Center - Hospital Building

(3) REQUISITIONER:

*[Signature]*  
**ENGR. MELVIN C. OROG**  
Signature over Printed Name  
Engineer II, EEMS

(4) FUNDS AVAILABLE

*[Signature]*  
**RAYMUND JOE B. MACUANA**  
Signature over Printed Name  
Accountant III

(5) THIS IS TO CERTIFY THAT the plans and specification and scope of work are of Government Standard and that the price as indicated on the Abstract of Canvass and supported by the Canvass Proposals is fair and reasonable as offered to this office.

(6) In case of failure to make the completion time of work order within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed

I FURTHER CERTIFY that this procurement is for the benefit of the **VALENZUELA MEDICAL CENTER**.

Recommending Approval:

*[Signature]*  
**ENGR. ZORAIDA B. CUADRA**  
Signature Over Printed Name  
OIC, Hospital Operations and Patient Support Division

(7) Received work order and bind myself to conditions as specified in paragraphs (1) & (2) above

(6) APPROVAL (SEC.2048 Admin Code)

*E. Am* FEB 10 2025  
**EDILBERTO V. CAVANEYRO, MD, MHA, FPCS, FPSGS**  
Signature over Printed Name  
OIC-Medical Center Chief II

SUBJECT TO REFUND UPON DISALLOWANCES MADE TO THE COMMISSION ON AUDIT

CONFORME

RECEIVED BY THE SUPPLIER

REPRESENTATIVE

DATE



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ITEM NO.	WORK TO BE DONE		TOTAL PRICE
	<b>4. Inside Car &amp; COP</b> - Inspection and Cleaning of Interior, Car Light, Car Fan, Intercom, COP Switches, Car Fan, Intercom, COP Switches		
	<b>5. Elevator Pit</b> - Inspection and Cleaning of Mechanical Safety Devices (governor, safety pit switch, primary seismic device, counterweight switch, buffer switches), Buffer Lubricating Oil/Spring Condition, Buffer Switches, Counterweight run-by, Governor Weight, Compensating Pulley, Pit Light, Running Clearance - Examine and test once a month during regular visit all safety devices and governors - Emergency minor adjustments callback service without extra charge besides the regular examination in case of breakdown, disorderly operation or malfunction of the equipment - Service provider shall advise the end-user all defective and worn-out parts to be replaced - Conduct load test as scheduled - Submit PM and Service reports signed by Supervisor - Provide Certificate of Good and Safe Running Condition signed and sealed by PME - Conduct Annual Mantrap training to Valenzuela Medical Center Maintenance Personnel - Availability: Technicians 24/7 available in case of emergency		
	<u>PR No. 25-01-018 dated January 06, 2025</u> / <u>NOA dated 01/30/2025</u> / <u>Resolution No. 2025-038 dated 01/21/2025</u> / <b>Allocation: EFMS</b> <b>Direct Contracting</b> <b>***** Nothing Follows *****</b>		
	<u>TWO HUNDRED THOUSAND PESOS ONLY</u>		
	<u>200,000.00</u>		

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