



WORK ORDER

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

DELIVERY DUE DATE: Quarterly within
One Year

Supplier : **DEX INTERNATIONAL CO.**
Address : **#1 Kalantiaw St., Cor. J.P Rizal Avenue, Proj. 4 Brgy. San Roque, Cuba**
TIN : **201-337-987-000 VAT Reg.**
Tel. No. : **0632-912-6157/911-5907/439-8980**

Work Order No.: **2025-011**
Date : **1/10/2025**
JO No. : **2024-457**
Date : **11/15/2024**
Mode of Procurement: **Direct Contracting**
Mode of Payment: **n/15**

SIR/MADAM:

You are hereby advised to accomplish/deliver the following job/work **Quarterly 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
1	lot	<p>LABOR AND MATERIALS: ELEVATOR MAINTENANCE SERVICES</p> <p>Preventive Maintenance for "JOURNEY" 800kgs Cap. Elevator for One (1) unit Elevator at TSU Hotel Lucinda Campus (for One Year Contract)</p> <p>-1 Unit "JOURNEY" Elevator 1,200kgs Cap x 13 to 15 Passenger (4 times visit a year)</p> <p>Supply of labor tools and consumable materials for the Quarterly preventive maintenance of One (1) unit 1000kgs Cap. x 5 stops "Journey" Passenger Elevator located at Lucinda Hotel Building (Price per visit only: Pph 25,000.00), (Total Price for Four (4) visit a year (Php 100,000.00)</p> <p>-For One (1) year Contract of Preventive Maintenance</p> <p>I. MAINTENANCE SERVICE:</p> <p>1. The service under this offer shall consist of quarterly inspection, adjustment and lubrication of machinery, motors, control parts and accessory equipment, including the hoisting and governor ropes, guide rails, switches and electrical wirings.</p> <p>2. In addition, minor repair not exceeding one (1) day work shall be included in this offer. In the event where major repair works should be undertaken, such will be charged separately, provided that both parties consented in writing.</p>	100,000.00	<u>100,000.00</u>

(Please read carefully at the back hereof)

Charge to: 02-206441
ROA No.: 2025-01-0254
CONFORME & RECEIVE COPY:

MARK ANTHONY ABBAGAO
DEX INTERNATIONAL CO.
Firm/Dealer/Supplier/Contractor

22 JAN 2025



FUNDS AVAILABLE:
JASPER A. YAUDER, CPA
Budget Officer

APPROVED:
DR. ARNOLD E. VELASCO
President
Authorized Official

Bank Account Name: **DEX INTERNATIONAL CO.**
Bank Account Number: **200023720287**
Bank Name: **EASTWEST BANK**
Bank Address: **CUBAO PUAZON QC**



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		<p>3. Consumable materials (i.e. lubricant, gear oil, grease, contact cleaner, etc.) needed during the month of preventive check-up shall be provided by the CONTRACTOR at its own expense.</p> <p>4. The OWNER agrees that the cost of replacement parts found defective due to normal wear and tear or damaged due to abnormal operating conditions and the cost of the necessary labor for such replacement and repairs requiring changes and/or alterations, deviations or additions to the original design of the subject matter of this agreement, will be for the OWNER's account. However, the CONTRACTOR must obtain the OWNER'S approval in writing of the CONTRACTOR'S quotation for the necessary labor and replacement parts before the actual initiation of work, provided that, the OWNER shall not be restricted to buy such replacement parts from the CONTRACTOR only.</p> <p>5. The OWNER must not utilize the unit during the CONTRACTOR's inspection.</p> <p>II. TIME OF SERVICING</p> <p>a. That all regular services will be undertaken by the CONTRACTOR during CONTRACTOR's regular working hours of 8:00AM to 5:00PM within regular working days from Monday to Saturday in accordance with existing government regulations and as coordinated/agreed upon with TARLAC STATE UNIVERSITY for a specific schedule quarterly visit.</p>		

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		<p>b. All out-of-service calls received during working days except Sunday shall be responded within 24Hours or 1 day after receipt of said back call.</p> <p>c. All inspection service shall be done during CONTRACTOR's regular working days. If overtime becomes necessary, it will be charged separately in accordance with labor laws on overtime rates.</p> <p>d. Emergency calls shall be provided (i.e. entrapment of personnel inside the elevator) during regular working hours and OWNER</p> <p>Note: For Quarterly preventive maintenance, set back call for trouble shooting covers only the month of Preventive Maintenance schedule. The Succeeding set back call for trouble shooting and repair will be charge accordingly.</p> <p>III. SERVICE FEES</p> <p>a. The service fee for each quarter shall be TWENTY FIVE THOUSAND PESOS ONLY (Php 25,000.00) or equivalent to ONE HUNDRED THOUSAND PESOS ONLY (Php 100,000.00) covering Four (4) visit a year duration of contract.</p> <p>b. Upon the expiration of the period covering the currently agreed rates of service, the CONTRACTOR shall have the right to negotiate for the increase in the cost of labor and materials used for servicing of the elevator and the prevailling conditions in the country (as required by existing laws and ordinances) warrant such an increase during the succeeding years.</p>		

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		<p>Provided, that, such increase in the quarterly service fee as warranted by the circumstances shall be not implemented unless and until the OWNER shall have given its written consent to the same.</p> <p>IV. TERMS OF PAYMENTS</p> <p>a. Payment shall be due Thirty (30 days) from the date of receipt of billing for every completion of the month of preventive maintenance.</p> <p>b. Should the OWNER fails to make payment within the prescribed time, the CONTRACTOR, upon written notice to the OWNER will have right suspend any service until and unless payments for the service fees due have been received by the CONTRACTOR with corresponding interest of 1%-1.5% per month for overdue accounts. Provided, further, that the OWNER shall not be held liable for any consequences when such delay was due to cases beyond its control.</p> <p>V. MAINTENANCE PLAN</p> <p>a. Provide the necessary expertise, tools, instruments and materials</p> <p>b. Submit progress report of accomplishment during the period of engagement</p> <p>c. Submit Completion Certificate after Preventive Maintenance and Warranty Certificate for the parts install</p>		

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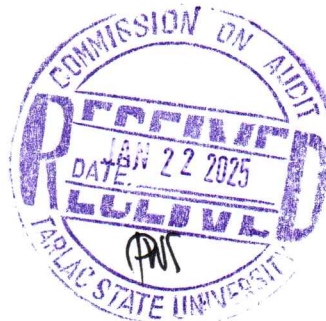
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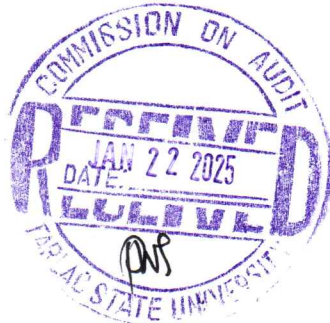
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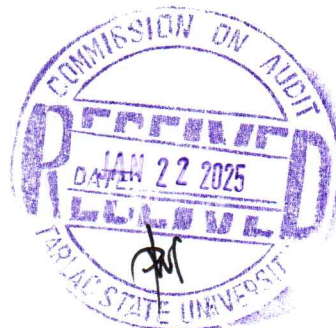
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