



DELIVERY DUE DATE: Monthly for one

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

KPI ELEVATORS, INC. Supplier:

25th Flr. BDO Equitable Tower, 8751 Paseo de Roxas.

Makati City

004-714-864-000 VAT Reg

Tel. No.:

Address:

TIN:

0919-084-7037

Work Order No.: 2023-241

Date:

10/18/2023

(O No. :

2023-209

Date:

8/15/2023

Mode of Procurement: Direct Contracting

Mode of Payment:

Monthly

SIR/MADAM:

You are hereby advised to accomplish/deliver the following job/work Monthly for 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
1	lot	LABOR AND MATERIALS: ELEVATOR MAINTENANCE	150,000.00	150,000.00
	1	HI. GENERAL MAINTENANCE		
	1	Preventive Maintenance for one (1) unit KONE Elevator		
		Located at A.B Building Lucinda Campus (for one year		
	l	contract)		
	ļ	General Maintenance		
	1	1. The Contractor shall conduct monthly preventive		
		maintenance within the one (1) year contract.		
		2. The Contractor shall provide at his own expense (except		
	1	Owner - Supplied Services and Materials) all necessary labor,		
	1	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		
	j	2.4 Check gear oil level		
	1	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		
		2.9 Check and clean inductor/inductor plate run by		
		2.10 Check safety catch mechanism/tightened lifting rod		
		screws.		

(Please read carefully at the back hereof)

Charge to: 02 - 10444/ ROA No : 2023 - 10 - LCY7

CONFORME & RECEIVE COPY:

RACHELLE C. SERNA KPI ELEVATORS. INC.

Firm/Dealer/Supplier/Contractor 10/31/2023

Bank Account Name: KPI ELEVATORS, INC.

Revision No.: 01

Bank Account Number: 0132548265000

Bank Name: \_\_SCB PHP

Bank Address: Ayala Ave., Makati City

Form No.: TSU-PRO-SF 10

**FUNDS AVAILAB** 

JASPER A. YAUDER, CPA

**Budget Officer** 

APPROVED:

DR. GRACE N. ROSETE

Vice President for Administration

Authorized Official

Effectivity Date: March 01, 2017

Page 1/6/V6

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Monthly **DELIVERY DUE DATE:** 

**Procurement Unit** 

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

Supplier:

KPI ELEVATORS, INC.

Address:

25th Flr. BDO Equitable Tower, 8751 Paseo de Roxas. Makati City

TIN:

004-714-864-000 VAT Reg.

Tel. No.:

0919-084-7037

Work Order No.: 2023-241

Date:

10/18/2023

[O No.:

2023-209

Date:

8/15/2023

Mode of Payment:

Mode of Procurement: Direct Contracting Monthly

SIR/MADAM:

You are hereby advised to accomplish/deliver the following job/work Monthly for 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	<b>UNIT COST</b>	TOTAL COS
<b>QTY.</b> 1	lot	LABOR AND MATERIALS: ELEVATOR MAINTENANCE  III. GENERAL MAINTENANCE  Preventive Maintenance for one (1) unit KONE Elevator Located at A.B Building Lucinda Campus (for one year contract)  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	150,000.00	TOTAL CO. 150,000,0
		carbon brushes 2.9 Check and clean inductor/inductor plate run by 2.10 Check safety catch mechanism/tightened lifting rod screws.		

(Please read carefully at the back hereof)

Charge to: 02-1444/ ROA No.: 2013-10-6547 CONFORME & RECEIVE COPY:

KPI ELEVATORS, INC.

Firm/Dealer/Supplier/Contractor

Date Bank Account Name: Bank Account Number: \_\_\_\_\_ Bank Name: \_

156 CRIV. 1014 - 7 2023

**FUNDS AVAILABLE** 

JASPER A. YAUDER, CPA **Budget Officer** 

APPROVED:

DR. GRACE N. ROSETE

Vice President for Administration

Authorized Official

Page 1/of

Form No.: TSU-PRO-SF 10

Bank Address:

Revision No.: 01



Monthly **DELIVERY DUE DATE:** 

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Procurement Unit

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

Supplier: Address:

KPI ELEVATORS, INC.

25th Fir. BDO Equitable Tower, 8751 Paseo de Roxas.

Makati City

TIN:

004-714-864-000 VAT Reg.

Tel. No.:

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Monthly

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QTY.	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
		2.11 Check and adjust car/counterweight guide		
	1	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		
	1	down, the Tarlac State University shall supply the		1
		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		1
	ļ	Operation for the Passenger Elevator and other pre-		
		requisite government permits and clearances shall be		
	1	provided by TSU. The Contractor should be physically		
	ĺ	present together with TSU/FDMO personnel during annual	Í	
	į	inspection.		
	1	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:		
	l	3.1 Dates		
		3.2 Names of participating personnel		

(Please read carefully at the back hereof)

Charge to: 02-2044

ROA No.: 2019-10 1447 COMBORME & RECEIVE COPY:

É C. SERNA KPI ELEVATORS, INC.

Firm/Dealer/Supplier/Contractor

10/31/2023

Date

Bank Account Name: \_\_\_\_ KPI ELEVATORS, INC.

Bank Account Number: 0132548265000

**SCB PHP** Bank Name: \_

Ayala Ave., Makati City Bank Address:

**FUNDS AVAILABLE:** 

JASPER A. YAUDER, CPA

**Budget Officer** 

APPROVED:

DR. GRACE N. ROSETE

Vice President for Administration

Authorized Official

Effectivity Date: March 01, 2017

Page 2 66

Form No.: TSU-PRO-SF 10

Revision No.: 01

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Supplier:

KPI ELEVATORS, INC.

Address:

25th Flr. BDO Equitable Tower. 8751 Paseo de Roxas.

Makati City

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		2.11 Check and adjust car/counterweight guide	<u></u>	
	ļ	shoes/guide shoes rollers.		j
		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.		
	i	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		ļ
		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	i	
		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		
	<u> </u>	inspection.		
	j	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:		
	l	3.1 Dates		
		3.2 Names of participating personnel		

(Please read carefully at the back hereof)

Charge to: DV 10644

ROA No.: 2019-10 1447 CONFORME & RECEIVE COPY:

KPI ELEVATORS, INC.

Bank Address: \_\_\_

Firm/Dealer/Supplier/Contractor

Date Bank Account Name: \_ Bank Account Number: \_\_\_ Bank Name:

**FUNDS AVAILABLE:** 

JASPER A. YAUDER, CPA

**Budget Officer** 

APPROVED:

DR. GRACE N. ROSETE

Vice President for Administration

**Authorized Official** 

Form No.: TSU-PRO-SF 10 Revision No.: 01 Effectivity Date: March 01, 2017

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25th Flr. BDO Equitable Tower. 8751 Paseo de Roxas. Makati

City

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and Awards and the President of the Agency

QTY.	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
		3.3 Description of tasks performed, including tests and		1
		inspections, reports trouble calls, corrective action,		}
	ĺ	recommendations, or any other incidents related to the		
		elevator.		
		4.Maintenance, repairs, or replacements shall have		
	ĺ	performed only by the trained technicians of the Contractor.		
	Í	5.The program shall include but not limited to, maintaining		
	(	the elevator to run a rate speed, rated capacity, desired door		ĺ
		open/ close timing of designated floor stops, required floor		
		and leveling Parameters.		
	1	6.Safety		
		6.1 The following practices shall be observed, at a minimum		
	}	during maintenance, inspection or testing procedures:		ļ
		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		
	Ì	protection, etc.		
	ļ	6.1.4 Provide barriers and signage where applicable,		
	<u> </u>	especially at Landing doors.		
	1	6.1.5 Upon completion of work, remove any jumper wires		
	Ì	that were used.		
	1	6.1.6 Provide proper lighting.		

(Please read carefully at the back hereof)

Charge to: 03 / 2014(1) ROA No.: 4079-10-1547 CONFORME & RECEIVE COPY:

RACHELLE C. SERNA KPPÉLEVATORS, INC.

Firm/Dealer/Supplier/Contractor 10/31/2023

TOUSSION ON FUDIT

**FUNDS AVAILABLE:** 

JASPER A YAUDER, CPA

**Budget Officer** 

KPI ELEVATORS, INC.

Bank Account Name: Bank Account Number: 0132548265000

Bank Name: <u>SCB PHP</u>

Bank Address: Ayala Ave., Makati City

APPROVED:

ACEM ROSETE DR. OR

Vice President for Administration

Authorized Official

Form No.: TSU-PRO-SF 10

Revision No.: 01

Effectivity Date: March 01, 2017

Page 3





Monthly **DELIVERY DUE DATE:** for one

Procurement Unit

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

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KPI ELEVATORS, INC.

25th Flr. BDO Equitable Tower, 8751 Paseo de Roxas, Makati

City

TIN:

004-714-864-000 VAT Reg.

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QTY.	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
		3.3 Description of tasks performed, including tests and		
		inspections, reports trouble calls, corrective action,		1
	1	recommendations, or any other incidents related to the		
	-	elevator.		
	İ	4.Maintenance, repairs, or replacements shall have		
		performed only by the trained technicians of the Contractor.		
	1	5.The program shall include but not limited to, maintaining		
		the elevator to run a rate speed, rated capacity, desired door		İ
		open/ close timing of designated floor stops, required floor		
		and leveling Parameters.		
		6.Safety		
		6.1 The following practices shall be observed, at a minimum		
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	J	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.		
	ļ	6.1.5 Upon completion of work, remove any jumper wires		
		that were used.		
		6.1.6 Provide proper lighting.		
<del></del>	<u> </u>	(Please read carefully at the back hereof)		

Charge to: 02 . 20441 ROA No.: 4000-10-2547 CONFORME & RECEIVE COPY:

KPI ELEVATORS, INC.

Firm/Dealer/Supplier/Contractor

, , , ,	···-
Date	<del></del>
Bank Account Name:	
Bank Account Number:	
Bank Name:	
Bank Address:	

**FUNDS AVAILABLE:** 

JASPER A YAUDER, CPA Budget Officer

APPROVED:

DR. ORACE N. ROSETE

Vice President for Administration

Authorized Official

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

Effectivity Date: March 01, 2017

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KPI ELEVATORS, INC.

Address:

25th Flr. BDO Equitable Tower. 8751 Paseo de Roxas. Makati City

TIN:

004-714-864-000 VAT Reg.

Tel. No.:

0919-084-7037

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2023-209

Date:

8/15/2023

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Mode of Payment:

Monthly

SIR/MADAM:

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QTY.	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
	1	IV. RESPONSIBILITIES OF THE CONTRACTOR		
	1	1. The Contractor shall ensure that service technicians to		
		be assigned at the Tariac State University (TSU) are well		ļ
		screened, technically and professionally trained,		
		courteous, cooperative, efficient reliable, trustworthy, well-		
		groomed, physically, and mentally fit. No personnel shall		
		be assigned who has not been approved by the		
		TSU/Facilities Development and Management Office (FDMO).		
	1	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		1
		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		-
	1	belongings.		
	ļ	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.		

(Please read carefully at the back hereof)

Charge to: 02 - 246447 ROA No.: 2014-10-247 CONFORME & RECEIVE COPY:

RACHELLE C. SERNA KPY ELEVATORS, INC.

Firm/Dealer/Supplier/Contractor

10/31/2023

Date

Revision No.: 01

Bank Account Name: KPI ELEVATORS, IN C. Bank Account Number: 0132548265000

Bank Name: \_\_

Form No.: TSU-PRO-SF 10

SCB PHP

Bank Address: Ayala Ave., Makati City

COMMISSION ON MIDIT

**FUNDS AVAILABLE:** 

JASPER A. YAUDER, CPA

**Budget Officer** 

APPROVED:

Effectivity Date: March 01, 2017

DR. GRACEN. ROSETE

Vice President for Administration

Authorized Official





**DELIVERY DUE DATE:** 

Monthly for

*l*ear

Procurement Unit

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

Supplier:

KPI ELEVATORS. INC.

25th Flr. BDO Equitable Tower, 8751 Paseo de Roxas.

Address:

Makati City

TIN:

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Tel. No.:

0919-084-7037

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Date:

10/18/2023

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Mode of Procurement: Direct Contracting

Mode of Payment:

**Monthly** 

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and Awards and the President of the Agency

QTY.	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
<del></del>	<del> </del>	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-		
	1	groomed, physically, and mentally fit. No personnel shall		j
		be assigned who has not been approved by the		
		TSU/Facilities Development and Management Office		
		(FDMO).		
	i	2. The Contractor and its service technicians shall agree to		
		abide by the safety and security requirements of the TSU.		ļ
	l l	They must comply with the TSU's House Rules and		1
		Regulations, directives, instructions and other existing		
		rules and regulations while inside the premises.		
		3. The Contractor's service technicians shall subject		1
		themselves to security checks, but not limited to		
		examination of the person and/or his/her personal		J
		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		}
	1	inside the TSU's premises. Loitering inside the TSU's		1
		premises is not allowed.		
		(Please read carefully at the back hereof)		

Charge to: 02 · 100441 ROA No.: 2013-10-2647 **CONFORME & RECEIVE COPY:** 

#### KPI ELEVATORS, INC.

Firm/Dealer/Supplier/Contractor

Date	<del></del>
ank Account Name:	<u> </u>
lank Account Number:	
Bank Name:	
Bank Address:	

**FUNDS AVAILABLE:** 

JASPER A. YAUDER, CPA

**Budget Officer** 

APPROVED:

DR. GRACE N. ROSETE Vice President for Administration

Authorized Official

Page 4 of

Form No.: TSU-PRO-SF 10

Revision No.: 01

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**DELIVERY DUE DATE:** 

Monthly for one

Procurement Unit

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

Supplier:

Address:

KPI ELEVATORS. INC.

25th Flr. BDO Equitable Tower, 8751 Paseo de

Roxas, Makati City

TIN:

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Tel. No.:

0919-084-7037

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10/18/2023

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Mode of Procurement Direct Contracting

Mode of Payment:

**Monthly** 

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and Awards and the President of the Agency

QTY.	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
		5. The Contractor shall provide/equip all its		
	ļ	service technicians with the tools during the		
	<u> </u>	contract without any additional cost to the		
		TSU.		
		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.		ļ
		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.		
	1	V. WARRANTY		
	1	1. Contractor's Warranty: Contractor agrees to		
	1	repair, restore, or replace passenger elevator		
		parts that fail in materials or workmanship		
	<u> </u>	within specified warranty period at no		
		additional cost to TSU.		
		Warranty: will send separately together with		
		repair recommendation / proposal		1

(Please read carefully at the back hereof)

Charge to: 03 - 206441 ROA No.: 2079-10-2047 CONFORME & RECEIVE COPY:

RACHELLE C. SERNA KPTELEVATORS. INC.

Firm/Dealer/Supplier/Contractor

10/31/2023

Bank Account Name: \_\_\_KPI ELEVATORS, INC.

Revision No.: 01

Bank Account Number: 0132548265000

Bank Name: SCB PHP

Form No.: TSU-PRO-SF 10

Bank Address: Ayala Ave., Makati City

TASSION ON THEFT 1775 RECEIV.

**FUNDS AVAILABLE** 

JASPER A YAUDER, CPA

**Budget Officer** 

APPROVED:

DR. GRACE N

Vice President for Administration

Authorized Official

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**DELIVERY DUE DATE:** 

Procurement Unit

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

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25th Flr. BDO Equitable Tower, 8751 Paseo de

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<u></u>		5. The Contractor shall provide/equip all its		
		service technicians with the tools during the		
		contract without any additional cost to the		
		TSU.		
		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		
	1	at no additional cost to TSU.		
		7. All other items of work not specifically		
		mentioned but which are necessary to		<b>,</b>
		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		j
		parts that fail in materials or workmanship		
		within specified warranty period at no		
		additional cost to TSU.		
		Warranty: will send separately together with		
		repair recommendation / proposal		

(Please read carefully at the back hereof)

TIGHT NO MOISSINE TO

Charge to: 02 · 206441 ROA No.: 2027-10-2647 **CONFORME & RECEIVE COPY:** 

KPI ELEVATORS, INC.

Firm/Dealer/Supplier/Contractor

EBRIV'.

**FUNDS AVAILABLE** 

JASPER A YAUDER, CPA

**Budget Officer** 

Date

Bank Account Name: \_

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

Bank Name: \_\_ Bank Address: \_

APPROVED:

DR. GRACE N<del>. ROS</del>ETE Vice President for Administration

Authorized Official

Form No.: TSU-PRO-SF 10

Revision No.: 01