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Standard Form Title: Purchase Request

PURCHASE REQUEST
Provincial Government of Bohol
Agency / Procuring Entity

Department: General Services Office
Section: _____

PR No. _____
SAI No. _____

Date: February 22, 2022
Date: _____

| STOCK NO. | UNIT | ITEM DESCRIPTION | QTY | UNIT COST | TOTAL COST |
|-----------|------|--|-----|------------|--------------|
| 1 | unit | Preventive Maintenance Services of elevator for 12 months for the following facilities : a) New Capitol Bldg. - Two(2) Units 5 stops Passenger elevator and One(1) Unit 5 stops Service Elevator b) Old Capitol - 1 unit 2 stops elevator c) Capitol Annex Bldg. - 1 unit 3 stops elevator | 5 | P 9,000.00 | P 450,000.00 |
| | | <i>A) REQUIREMENT DESCRIPTION:</i> The scope of work primarily calls to conduct a Preventive Maintenance services and provides damage parts for Two (2) units Passenger Elevator and One (1) unit Service Elevator at the New Provincial Capitol Bldg. for a year with a PM Services to be done regularly every month | | | |
| | | <i>B) PREVENTIVE MAINTENANCE SCOPE OF WORK</i> | | | |
| | | I. FUNCTIONAL INSPECTION 1. Check general conditions of traction machine, control panel, & governor 2. Check car operating condition (ride comfort, noise, floor level, door operation). 3. Check lights and appearance in elevator car. 4. Check push buttons and indicators in elevator car. 5. Check emergency lights in elevator car. 6. Check intercom/alarm. 7. Check hall push buttons and indicators. 8. Check general conditions in elevator pit. 9. Check appearance of hatch doors. 10. Check conditions of equipment on the car top. 11. Check elevator car & counterweight oilers (oil level, lubrication condition). 12. Check tension of the main ropes. 13. Check top and bottom terminal limit & slowdown switches. 14. Check counterweight frame (weight stopper). 15. Check hall door interlock (Mechanical and electrical lock). 16. Check governor tension sheave (Adjustment angle of arm to 90 degrees). 17. Check optional devices (Earthquake Emergency Return, Fire Emergency Return, Emergency Landing Device). | | | |
| | | II. SERVICE WORK IN HOISTWAY 1. Checking of hanger case (Door rail, Interlock, Vane and roller) 2. Checking of hatch doors (hanger condition, door shoes). 3. Checking of elevator car & counterweight rail alignments. | | | |

PR 0427-189