



WORK ORDER

DELIVERY DUE DATE: Monthly for one year

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
JO 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 and Awards and the President of the Agency

QTY.	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
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 carbon brushes 2.9 Check and clean inductor/inductor plate run by 2.10 Check safety catch mechanism/tightened lifting rod screws.	150,000.00	150,000.00

(Please read carefully at the back hereof)

Charge to: 02-Mudfl
ROA No.: 2023-10-1597
CONFORME & RECEIVE COPY:

RACHELLE C. SERNA
KPI ELEVATORS, INC.
Firm/Dealer/Supplier/Contractor
10/31/2023

Date

Bank Account Name: KPI ELEVATORS, INC.
Bank Account Number: 0132548265000
Bank Name: SCB PHP
Bank Address: Ayala Ave, Makati City

COMMISSION ON AUDIT
NOV - 7 2023

FUNDS AVAILABLE:
JASPER A. YAUDER, CPA
Budget Officer

APPROVED:
DR. GRACEN ROSETE
Vice President for Administration
Authorized Official





WORK ORDER

DELIVERY DUE DATE: Monthly for One Year

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
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JO No. : 2023-209
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Mode of Procurement: Direct Contracting
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SIR/MADAM:

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QTY.	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
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(Please read carefully at the back hereof)

Charge to: 02-Mudfl
ROA No. : 2023-10-2547
CONFORME & RECEIVE COPY :

KPI ELEVATORS, INC.
Firm/Dealer/Supplier/Contractor

COMMISSION ON AUDIT
RECEIVED
OCT 15 2023

FUNDS AVAILABLE:
JASPER A. YAUDER, CPA
Budget Officer

Date _____
Bank Account Name: _____
Bank Account Number: _____
Bank Name: _____
Bank Address: _____

APPROVED:
DR. GRACE N. ROSETE
Vice President for Administration
Authorized Official





WORK ORDER

DELIVERY DUE DATE: *Monthly for One Year*

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**

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QTY.	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
		2.11 Check and adjust car/counterweight guide 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 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 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 inspection. 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: 3.1 Dates 3.2 Names of participating personnel		

(Please read carefully at the back hereof)

Charge to: *02-70640*
ROA No.: *2023-10-2647*
CONFIRME & RECEIVE COPY:

RACHELLE C. SERNA
KPI ELEVATORS, INC.
Firm/Dealer/Supplier/Contractor
Date: **10/31/2023**

RECEIVED
NOV.-7 2023

FUNDS AVAILABLE:
JASPER A. YAUDER, CPA
Budget Officer

Bank Account Name: **KPI ELEVATORS, INC.**
Bank Account Number: **0132548265000**
Bank Name: **SCB PHP**
Bank Address: **Ayala Ave., Makati City**

APPROVED:
DR. GRACE N. ROSETE
Vice President for Administration
Authorized Official





WORK ORDER

DELIVERY DUE DATE: Monthly for One year

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**
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(Please read carefully at the back hereof)

Charge to: 02-206441
ROA No. : 2023-10 / 2547
CONFORME & RECEIVE COPY :

KPI ELEVATORS, INC.
Firm/Dealer/Supplier/Contractor

Date

Bank Account Name: _____
Bank 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





WORK ORDER

DELIVERY DUE DATE: Monthly for One Year

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**
JO 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 and Awards and the President of the Agency

QTY.	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
		<p>3.3 Description of tasks performed, including tests and inspections, reports trouble calls, corrective action, recommendations, or any other incidents related to the elevator.</p> <p>4. Maintenance, repairs, or replacements shall have performed only by the trained technicians of the Contractor.</p> <p>5. The program shall include but not limited to, maintaining the elevator to run a rate speed, rated capacity, desired door open/ close timing of designated floor stops, required floor and leveling Parameters.</p> <p>6. Safety</p> <p>6.1 The following practices shall be observed, at a minimum during maintenance, inspection or testing procedures:</p> <p>6.1.1 All safety devices must be in operational condition.</p> <p>6.1.2 Lock-Out/Tag-Out procedures must be followed if maintenance procedures require that equipment not be operated.</p> <p>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 protection, etc.</p> <p>6.1.4 Provide barriers and signage where applicable, especially at Landing doors.</p> <p>6.1.5 Upon completion of work, remove any jumper wires that were used.</p> <p>6.1.6 Provide proper lighting.</p>		

(Please read carefully at the back hereof)

Charge to: 07-200441
ROA No.: 2023-10-2547
CONFIRME & RECEIVE COPY:

RACHELLE C. SERNA
KPI ELEVATORS, INC.
Firm/Dealer/Supplier/Contractor
10/31/2023

RECEIVED
NOV - 7 2023

FUNDS AVAILABLE:
JASPER A. YAUDER, CPA
Budget Officer

Date KPI ELEVATORS, INC.
Bank Account Name:
Bank Account Number: 0132548265000
Bank Name: SCB PHP
Bank Address: Ayala Ave., Makati City

APPROVED:
DR. GRACE M. ROSETE
Vice President for Administration
Authorized Official





WORK ORDER

DELIVERY DUE DATE: Monthly for One Year

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

Supplier : **KPIELEVATORS, 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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QTY.	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
		<p>3.3 Description of tasks performed, including tests and inspections, reports trouble calls, corrective action, recommendations, or any other incidents related to the elevator.</p> <p>4.Maintenance, repairs, or replacements shall have performed only by the trained technicians of the Contractor.</p> <p>5.The program shall include but not limited to, maintaining the elevator to run a rate speed, rated capacity, desired door open/ close timing of designated floor stops, required floor and leveling Parameters.</p> <p>6.Safety</p> <p>6.1 The following practices shall be observed, at a minimum during maintenance, inspection or testing procedures:</p> <p>6.1.1 All safety devices must be in operational condition.</p> <p>6.1.2 Lock-Out/Tag-Out procedures must be followed if maintenance procedures require that equipment not be operated.</p> <p>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 protection, etc.</p> <p>6.1.4 Provide barriers and signage where applicable, especially at Landing doors.</p> <p>6.1.5 Upon completion of work, remove any jumper wires that were used.</p> <p>6.1.6 Provide proper lighting.</p>		

(Please read carefully at the back hereof)

Charge to: 02-200441
ROA No. : 1007-10-2547
CONFORME & RECEIVE COPY :

KPIELEVATORS, INC.
Firm/Dealer/Supplier/Contractor

Date _____
Bank Account Name: _____
Bank Account Number: _____
Bank Name: _____
Bank Address: _____

RECEIVED
PH 1004-7-2023

FUNDS AVAILABLE:
JASPER A. YAUDER, CPA
Budget Officer

APPROVED:
DR. GRACE N. ROSETE
Vice President for Administration
Authorized Official





WORK ORDER

DELIVERY DUE DATE: Monthly for one year

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
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Mode of Procurement: Direct Contracting
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QTY.	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
		<p>IV. RESPONSIBILITIES OF THE CONTRACTOR</p> <p>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-groomed, physically, and mentally fit. No personnel shall be assigned who has not been approved by the TSU/Facilities Development and Management Office (FDMO).</p> <p>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 rules and regulations while inside the premises.</p> <p>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 belongings.</p> <p>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.</p>		

(Please read carefully at the back hereof)

Charge to: 02-20649
ROA No. : 2023-10-2047
CONFORME & RECEIVE COPY :

RACHELLE C. SERNA
KPI ELEVATORS, INC.

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

Date

Bank Account Name: KPI ELEVATORS, INC.

Bank Account Number: 0132548265000

Bank Name: SCB PHP

Bank Address: Ayala Ave., Makati City

COMMISSION ON BIDS

RECEIVED

NOV 7 2023

FUNDS AVAILABLE:

JASPER A. YAUDER, CPA

Budget Officer

APPROVED:

DR. GRACE M. ROSETE

Vice President for Administration

Authorized Official





WORK ORDER

DELIVERY DUE DATE: *Monthly for one year*

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

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JO No. : 2023-209

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(Please read carefully at the back hereof)

Charge to: 02-70644
ROA No. : 2023-10-247
CONFORME & RECEIVE COPY :

KPI ELEVATORS, INC.
Firm/Dealer/Supplier/Contractor

Date

Bank Account Name: _____
Bank 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





WORK ORDER

DELIVERY DUE DATE: Monthly for One Year

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

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SIR/MADAM:

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

(Please read carefully at the back hereof)

Charge to: 02-206441
ROA No.: 2023-10-2547
CONFORME & RECEIVE COPY:

RACHELLE C. SERNA
KPI ELEVATORS, INC.
Firm/Dealer/Supplier/Contractor
10/31/2023

RECEIVED
NOV - 7 2023

FUNDS AVAILABLE:

JASPER A. YAUDER, CPA
Budget Officer

Date: KPI ELEVATORS, INC.
Bank Account Name: KPI ELEVATORS, INC.
Bank Account Number: 0132548265000
Bank Name: SCB PHP
Bank Address: Ayala Ave., Makati City

APPROVED:

DR. GRACE M. ROSETE
Vice President for Administration
Authorized Official





WORK ORDER

DELIVERY DUE DATE: *Monthly for One year*

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
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(Please read carefully at the back hereof)

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KPI ELEVATORS, INC.
Firm/Dealer/Supplier/Contractor

Date: _____
Bank Account Name: _____
Bank Account Number: _____
Bank Name: _____
Bank Address: _____

COMMISSION ON AUDIT
SECRETARY
AM NOV - 7 2023

FUNDS AVAILABLE:
[Signature]
JASPER A. YAUDER, CPA
Budget Officer

APPROVED:
[Signature]
DR. GRACE M. ROSETE
Vice President for Administration
Authorized Official

