



# WORK ORDER

**DELIVERY DUE DATE:** One Year

Procurement Unit  
Tel No.: 045-606-8110 local 157/142

Supplier : **KPI ELEVATORS, INC.**  
Address : 18th Floor 1 Proscenium Estrella Drive Rockwell Center,  
Makati City  
TIN : 004-714-864-000 VAT Reg.  
Tel. No. : 0919-084-7383

Work Order No.: 2025-081  
Date : 4/8/2025  
JO No. : 2025-042  
Date : 3/7/2025  
Mode of Procurement: Direct Contracting  
Mode of Payment: n/30

SIR/MADAM:

You are hereby advised to accomplish/deliver the following job/work 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><b>LABOR AND MATERIALS: ELEVATOR MAINTENANCE SERVICES</b></p> <p>Preventive Maintenance for One (1) unit KONE Elevator -Total PMS with Load Testing located at the A. B. Building Lucinda Campus. (for One (1) year contract)</p> <p><b>III. GENERAL MAINTENANCE</b></p> <p>1. The Contractor shall conduct monthly preventive maintenance within the one (1) year contract.</p> <p>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:</p> <p>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.</p>	243,117.43	<b><u>243,117.43</u></b>



(Please read carefully at the back hereof)

Charge to: 02-206441  
ROA No. : 2025-04-1128  
CONFORME & RECEIVE COPY :

RACHELLE C. SERNA  
**KPI ELEVATORS, INC.**  
Firm/Dealer/Supplier/Contractor  
APRIL 14, 2025  
Date

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

**FUNDS AVAILABLE:**

JASPER A. YAUDER, CPA  
Budget Officer

**APPROVED:**

DR. ARNOLD E. VELASCO  
President APR 10 2025

Authorized Official



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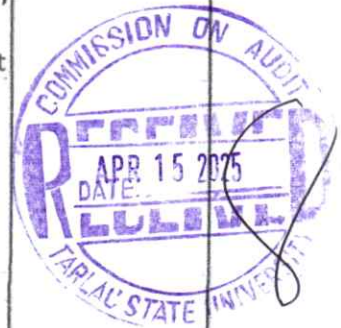
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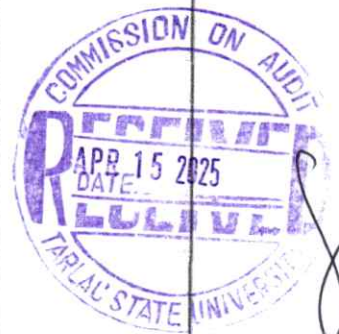
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		3.1 Dates 3.2 Names of participating personnel 3.3 Description of tasks performed, including tests and inspections, reports trouble calls, corrective action, recommendations, or any other incidents related to the elevator. 4. Maintenance, repairs, or replacements shall have performed only by the trained technicians of the Contractor. 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. 6. Safety 6.1 The following practices shall be observed, at a minimum during maintenance, inspection, or testing procedures: 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 protection, etc. 6.1.4 Provide barriers and signage where applicable, especially at Landing doors. 6.1.5 Upon completion of work, remove any jumper wires that were used.		



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		6.1.6 Provide proper lighting. <b>IV. RESPONSIBILITIES OF THE CONTRACTOR</b> 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 have not been approved by the TSU/Office of Facilities Development and Management (OFDM). 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. 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. 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. 5. The Contractor shall provide/equip all its service technicians with the tools during the contract without any additional cost to the TSU.		



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		<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><b>V. WARRANTY</b></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: <i>TBA-Separate proposal for all repair requirements</i></p> <p>*****</p>		



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COMMISSION ON AUDIT  
 DATE APR 15 2025  
 T.S.U.  
 TARLAC STATE UNIVERSITY

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