WORK ORDER

Procurement Unit
Telephone No.: (045) 606-8110 local 157/142

DELIVERY DUE DATE: Quarterly within One (1) Year

Supplier :	**DEX INTERNATIONAL CO.**	Work Order No.: 2026-110	
Address :	#1 Kalantiaw St., Cor. J.P Rizal Avenue, Proj. 4 Brgy. San Roque, Cubao	Date : 5/20/2026	
TIN :	201-337-987-000 VAT Reg.	JO No. : 2026-091	
Tel. No. :	0632-912-6157/911-5907/439-8980/0917-850-3402	Date: 4/16/2026	
		Mode of Procurement : Direct Contracting	
		Mode of Payment : Quarterly	

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	**PROCUREMENT OF PREVENTIVE MAINTENANCE SERVICES FOR PASSENGER ELEVATOR** Quarterly Preventive Maintenance of One (1) Unit 1000 kg Capacity, 5-Stop "Journey" Passenger Elevator located at TSU Hotel, Lucinda Campus. (for one (1) year contract). **Terms of Reference:** **I. GENERAL MAINTENANCE** 1. The Contractor shall conduct preventive maintenance every three (3) months, within the one (1) year contract period. 2. Except for Owner-Supplied Services and Materials, the Contractor shall be solely responsible for providing, at its own expense, all labor, supervision, tools, equipment, materials, consumables, and services necessary for the satisfactory completion of the work. The scope of work shall include, but shall not be limited to, the following: 2.1 Cleaning and checking of the brake sleeve/shaft/plunger. 2.2 Checking brake lining. 2.3 General brake adjustment and oiling. 2.4 Checking gear oil level. 2.5 Checking for any irregular noise from the stand bearing, thrust bearing, or related components. 2.6 Checking of emergency power source, including battery and battery charger. 2.7 Checking for oil leakage from oil seals and gaskets. 2.8 Checking and cleaning of door motor, including replacement of door motor carbon brushes, if necessary. 2.9 Checking and cleaning of the inductor and inductor plate run-by. 2.10 Checking of safety catch mechanism and tightening of lifting rod screws. 2.11 Checking and adjustment of car and counterweight guide shoes and guide shoe rollers. 2.12 Checking of in-car kick plates, trimmings, Formica finishes, and tiling. 2.13 Checking the in-car lighting and ventilation 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	138,000.00	**138,000.00**

COMMISSION ON AUDIT
RECEIVED
MAY 29 2025
TARLAC STATE UNIVERSITY

WORK ORDER

Procurement Unit
Telephone No.: (045) 606-8110 local 157/142

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QTY.	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
		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/OFDM 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: 2.1 Dates 2.2 Names of participating personnel 2.3 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. 6.1.6 Provide proper lighting.		COMMISSION ON AUDIT MAY 29 2026 DATE TARLAC STATE UNIVERSITY

WORK ORDER

Procurement Unit
Telephone No.: (045) 606-8110 local 157/142

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QTY.	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
		II. 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-groomed, physically, and mentally fit. No personnel shall be assigned who has not been approved by the TSU/Office 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. 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. 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. **III. WARRANTY** 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. **IV. APPROVED BUDGET OF THE CONTRACT** 1. Funds necessary to implement the **PREVENTIVE MAINTENANCE AND REPAIR SERVICES OF ELEVATOR**		COMMISSION ON AUDIT MAY 29 2026 TARLAC STATE UNIVERSITY

WORK ORDER

Procurement Unit
Telephone No.: (045) 606-8110 local 157/142

DELIVERY DUE DATE: Quarterly within one (1) Year

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	Mode of Procurement: Direct Contracting
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QTY.	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
		AT TSU HOTEL amount to One Hundred Thirty-Eight Thousand Pesos (₱ 138,000.00) inclusive of taxes. **V. CONTRACT DURATION** 1. The contract shall be effective for one (1) year from the date stated in the Notice to Proceed (NTP) to be issued by TSU. **VI. TERMS OF PAYMENT** 1. Payment shall be on a quarterly basis upon receipt of the quarterly billing based on actual services rendered and upon submission of the Quarterly Maintenance Report, Issuance of Certificate of Job Completion, and Inspection Report of OFDM. **VII. ELIGIBILITY OF THE CONTRACTOR** 1. The Contractor is required to submit at least One (1) similar contract/s awarded and completed from Y2018 up to present with an amount of at least Fifty Percent (50%) of the Approved Budget for the Contract (ABC). 2. The Contractor shall have at least Five (5) years of experience in elevator maintenance. Also, they shall have an experience in maintaining the type of elevators stated in the Descriptions of the Elevator in their list of on-going and completed contracts. **VIII. EFFECTIVITY** 1. The contract is effective on the date indicated in the NTP and shall remain in full force for One (1) year or until terminated by either party (TSU or Contractor) upon prior written notice by either party. Termination process shall follow the prescribed procedure under the provision of RA 9184 and its IRR. 2. The Tarlac State University reserves the right to pre-terminate the contract after thirty (30) calendar days via written notice for the Contractor, if in Tarlac State University's opinion, after due verification of facts, the Contractor is not providing satisfactory services or is not complying with the Terms and Conditions of the Contract. The grounds for the termination of the Contractor by the Tarlac State University include but not limited to the following: 2.1 Violation(s) of any of the terms and conditions of the Contract, and		COMMISSION ON AUDIT RECEIVED DATE MAY 29 2025 TARLAC STATE UNIVERSITY

WORK ORDER

Procurement Unit
Telephone No.: (045) 606-8110 local 157/142

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QTY.	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
		2.2 Any other act or omission by the Contractor or its service technicians which is detrimental or prejudicial to the interest of the Tarlac State University, its employee(s), or the public.		
		**		

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s. Contract may be terminated in whole or in part, at anytime for the convenience of the Government upon thirty (30) calendar days' written notice, if determined the existence of conditions make the project implementation economically, financially or technically impractical and/or unnecessary, such as, but not limited to, fortuitous event/s or changes in law, and national government policies.

Conforme:

Mark Anthony Aggabao
Signature over Printed Name of Supplier

May 29, 2026
Date

COMMISSION ON AUDIT
MAY 29 2026
TARLAC STATE UNIVERSITY

Very truly yours,

DR. JASPER JAY N. MENDOZA
President
Authorized Official

Fund Cluster : ______
Funds Available : ______

RYAN R. RONQUILLO, CPA
OIC-Budget Officer

ORS/BURS No. : 02-[illegible]-2026-05-1949
Date of the ORS/BURS: May 25, 2026
Amount : 138,[illegible]

WORK ORDER

Procurement Unit
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COMMISSION ON AUDIT RECEIVED DATE MAY 29 2026 TARLAC STATE UNIVERSITY

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Conforme:

Signature over Printed Name of Supplier

Date

COMMISSION ON AUDIT
DATE MAY 29 2026
TARLAC STATE UNIVERSITY

Very truly yours,

DR. JASPER JAY N. MENDOZA
President
Authorized Official

Fund Cluster : ____________

Funds Available : ____________

RYAN R. RONQUILLO, CPA
OIC-Budget Officer

ORS/BURS No. : 02-101101-2026-05-1929

Date of the ORS/BURS: May 26, 2026

Amount : 128,000.00