

Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS
Bids and Awards Committee
2330 Roxas Boulevard, Pasay City

TERMS OF REFERENCE
PREVENTIVE MAINTENANCE SERVICES OF TWO UNITS THYSSENKRUPP
ELEVATORS AT DFA SOUTHWING ANNEX BUILDING

APPROVED BUDGET FOR THE CONTRACT
PHP 228,000.00

I.	BACKGROUND	
	<p>The Department of Foreign Affairs intends to procure a preventive maintenance services for the two (2) units ThyssenKrupp elevators located at the DFA South Wing Annex Building. These elevators were installed in 2013 and it has been used since December 2015. These elevator units needs monthly preventive maintenance service to ensure continuous and fully operational elevator units.</p>	
II.	OBJECTIVE	
	<p>To maintain safe operation and good running condition of the elevators and to optimize their performance and usefulness.</p>	
III.	SCOPE OF WORK	STATEMENT OF COMPLIANCE
	<p>The Contractor shall:</p> <ul style="list-style-type: none"> a) Provide twice a month preventive maintenance services by a duly qualified elevator servicemen for the purpose of inspection and examining the elevators, servicing and or repair, cleaning, lubricate mechanical moving parts, adjusting and /or calibration of all motor controls, safety devices, doors, locks, guide shoes, and other essential parts and components including the hoisting and governor ropes, guide rails, switches and electrical wirings for elevator units. b) Provide free of charge, except induction motor, all parts need necessary greasing of oil and /or lubricants, hydraulic oil, cleaning of all parts and materials, servicing and maintenance work, not requiring changes and/or alterations, deviations or additions to the original design of the equipment and accessories. c) Shall but not limited to provide necessary labor for the dismantling and replacement of defective parts with a new and the same brand used by ThyssenKrupp elevators and repairs not requiring deviations or additions to the original design of the equipment and accessories on the following: <ul style="list-style-type: none"> c.1 door rope/cable drive c.2 OPB/Hall push buttons and digital displays c.3 CPIK inverter c.4 TMI board with IC's c.5 CPU ram battery 	

- c.6 relays and contactors
- c.7 positector leveling plate conduct door
- c.8 hatch door spring tensioner; and
- c.9 any other essential parts needed to ensure the units are fully operational

- d) The Contractor, at the Customer's request, as soon as reasonably possible during regular working hours, weekends, regular holidays and declared holidays, immediately send skilled and competent technicians to attend to any breakdown or faulty operation of the reported elevator unit/s.
- e) In case of emergency, as soon as reasonably possible send the Contractor's skilled and competent technician/s to take appropriate action necessary to render the services on the units/s and/or rescue all passengers safely, in close coordination with the Department's technical personnel and safety officer personnel. The Contractor shall, in this connection, train specifically the duly designated and authorized by the Department the basic procedures for the elevator manual release in order to free the trapped passengers due to earthquake, power interruption and other emergency situations occurred.
- f) Immediately replace, to avoid long period of downtime, the replacement parts for repair/replacement not requiring changes and/or alterations, deviations or additions to the original design of the equipment and accessories not exceeding ONE HUNDRED THOUSAND PESOS (Php 100,000.00), as mentioned in item "c" of the scope of works of this TOR. The cost of which shall be added to the monthly billing payments due to the "Contractor" provided that all parts replaced shall be accompanied by official receipts, delivery receipt, accomplishment reports, provided further, that the "Contractor" shall notify the Engineering and Maintenance Division of Office of Asset Management and Support Services (OAMSS-EMD) and the Financial Evaluation Control System of the Office of Fiscal Management Services (OFMS-FECS) prior to the installation and retained by OAMSS-EMD for purposes of verification and audit.
- g) In case a major breakdown occurs and the cost of replacement parts and necessary labor exceeds ONE HUNDRED THOUSAND PESOS (Php 100,00.00), shall notify the Procuring Entity thru OAMSS-EMD and secure prior written approval of such quotations for the necessary labor and replacement parts before the actual initiation of work.
- h) Agree that the cost of replacement parts and the necessary labor for replacement and repair requiring deviations or additions to the original design of the equipment and accessories shall be for the Procuring Entity's account.
- i) Immediately report to the Procuring Entity thru OAMSS-EMD any abnormal operation and/or stoppage of any equipment and provide the Contractor's skilled and competent servicemen to correct the abnormal operation and/or put the equipment back in full operation.
- j) Inspect, conduct service maintenance and/or repair of the equipment **twice a month** during the Contractor's regular working days in accordance with existing government regulations, or more often as the need arises. The service also includes emergency calls at any time.
- k) Submit official report to the OAMSS-EMD the status or survey of each elevator with the findings and recommendation of the technicians per

	<p>inspection.</p> <p>l) Be responsible for the safety and cleanliness of the elevator pits and machine room and shall assist the EMD personnel in draining water in pit.</p> <p>m) Responsible for all the licenses, inspection certificate, dues or fees or charges payable to the government, national or local, except permit to operate.</p>	
III.	<p>TECHNICAL SPECIFICATIONS</p> <p>All elevators are of ThyssenKrupp brand and described as follows:</p> <ul style="list-style-type: none"> • Passenger Elevator 1, 1150 kg., 6 stops • Passenger Elevator 2, 1150 kg., 5 stops 	
V.	<p>CONTRACTOR'S QUALIFICATIONS</p> <p>At least five (5) years of experience upon commencement of the contract, in the installation, operation, Preventive Maintenance (PM) and repair services of elevator systems.</p>	
VI.	<p>CONTRACTOR'S OBLIGATIONS</p> <p>The Contractor shall:</p> <ol style="list-style-type: none"> a. Abide by all existing laws, codes, rules and regulations set forth by all government units and authorities; b. Accept the conditions of the equipment and facility as is, where is. c. Provide the services in a proper, professional and workmanlike manner at all times; d. Exercise the reasonable standard expertise, skill, care and diligence in the performance of the services; e. Retain sufficient number of personnel with the expertise required to provide the maintenance services; f. Ensure that the personnel possess the required skills and experience required to provide the service; g. Provide a Certificate of Inspection authorizing the continued use of the elevator inspected bearing the date of inspection and the Contractor's name and address, framed and placed inside the elevator car; h. Ensure that all repairs, parts replacement or adjustments shall be performed in full compliance with the American Society of Mechanical Engineers/American National Standards Institute (ASME/ANSI) A17.1, <i>Safety Code for Elevators and Escalators</i>, and ASME A-17.2-1985, <i>American Standard Practice for the Inspection of Elevators, Inspector's Manual</i>, latest edition, including any amendments and with applicable existing regulations and codes. In case of conflict the more stringent regulations shall apply; i. Provide service personnel complete with Personal Protective Equipment (PPE) during maintenance and repair work; 	

	<p>j. Ensure that service personnel wear proper uniforms and identification cards inside the Department's premises;</p> <p>k. Provide the Department a dedicated hotline for emergency calls and service. This includes weekdays, weekends, regular holidays and declared Holidays;</p> <p>l. Report before and after work or service to the designated personnel of OAMSS-EMD. Provide a service and maintenance report of the said work done; and</p> <p>m. Be responsible for the safety and cleanliness of the elevator pits, machine room and elevator units. In the event of flooding, the Contractor, with the assistance of the Engineering and Maintenance Division, shall drain and clean the elevator pits.</p>	
VII.	<p>WARRANTY</p> <p>The Contractor shall provide a warranty in terms of the parts to be replaced.</p>	
VIII.	<p>CONTRACT DURATION</p> <p>The Preventive Maintenance Services of the two (2) units Thyssenkrupp elevators shall be for the period February 2021 to December 2021.</p>	
IX.	<p>CONFIDENTIALITY CLAUSE</p> <p>The Contractor shall ensure that each of its personnel assigned to the Department shall execute and sign a Non-Disclosure Agreement, which is to be submitted to the Department prior to the commencement of the service.</p>	
X.	<p>PAYMENT</p> <p>1. The Contractor shall be paid within thirty (30) working days upon the submission of the sales invoice and complete supporting documents through List of Due and Demandable Accounts Payable (LDDAP). The list of documentary requirements needed for payment will be provided by the Office of Financial Management Services-Financial Resource Management Division (OFMS-FRMD) upon signing the contract.</p> <p>2. All payments shall be inclusive of all applicable taxes and other lawful charges. <i>(This has to be modified if payment is to be made on staggered basis, i.e. by phase)</i></p>	

Bidder must state compliance to each of the provisions in the Terms of Reference/Technical Specifications, as well as to the Schedule of Requirements. The Statement of Compliance must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and in behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to sign for and in behalf of the partners to the joint venture. All documentary requirements should be submitted on or before the deadline for the submission of bids.

Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or Supplier liable for prosecution subject to the provisions of ITB Clause 3.1 (a)(ii) and/or GCC Clause 2.1 (a)(ii).

Conformê:

[Signature/s]

[Name of the Bidder/ Bidder’s Authorized Representative/s]

[Position]

[Date]