

Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS
 2330 Roxas Boulevard, Pasay City

**TERMS OF REFERENCE FOR
 PREVENTIVE MAINTENANCE OF ESCALATORS AND ELEVATORS OF OCA
 BUILDING-ASEANA**

**APPROVED BUDGET FOR THE CONTRACT
 PHP 226,800.00**

Item	Specification	
I.	<p>Background</p> <p>The DFA Office of Consular Affairs-Aseana building located at Bradco corner Macapagal Boulevard, Paranaque City have three (3) elevators and four (4) escalators that serves importantly in moving between floors the Public and OCA Personnel. It serves as an important equipment for the daily operations of the building. The units are showing signs of normal wear and tear which makes them susceptible to breakdown from time to time.</p>	
II.	<p>Objective</p> <p>To maintain safe operation and good running condition of the elevators and escalators to optimize their performance and usefulness.</p>	
III.	<p>Location</p> <p>Office of Consular Affairs (OCA) DEPARTMENT OF FOREIGN AFFAIRS - Aseana Building Bradco, Corner Macapagal Avenue, Paranaque City, Philippines</p>	
IV.	<p>Technical Specifications</p>	Statement of Compliance
	<p>All Elevators and Escalators are of Guangri brands and as described as follows:</p> <ul style="list-style-type: none"> a. One (1) Unit elevator four (4) stops; b. One (1) Unit elevator four (4) stops; c. One (1) Unit elevator four (4) stops; and d. Four (4) Units escalator. 	
V.	<p>Scope of Works</p> <p>The Contractor Shall:</p> <ul style="list-style-type: none"> a. Inspect and maintain 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. b. Provide all necessary labor, supervision, materials and parts to accomplish the following: inspect, lubricate, adjust and as conditions dictate, replacement and repair of parts as necessary. 	

c. Provide service to the following **but not limited to**:

1. Elevators:

- i. Controller parts, selectors and dispatching equipment, relays, solid-state components, transducers, resistors, condensers, power amplifiers, transformers, contacts, leads, dashpots, timing devices, computer and microcomputer devices, steel selector tapes, mechanical and electrical driving equipment, signal lamps and position indicating equipment.
- ii. Door operators, car door hangers, car door contacts, door protective devices, load weighing equipment, car frames, car safety mechanisms, platforms car and counterweight guide shoes including rollers and gibs and emergency car lighting.
- iii. Hoist way door interlocks and hangers, bottom door guides and auxiliary door closing devices.
- iv. Machines, worms, gears, thrust bearings, drive sheaves, drive sheave shaft bearings, brake pulleys, brake coils, contacts, linings and component parts.
- v. Motors, motor generators, motor windings, rotating elements, commutators, brushes, brush holders and bearings.
- vi. Governor components, governor sheaves and shaft assemblies, bearings, contacts, governor jaws, deflector or secondary sheaves, car and counterweight buffers, car and counterweight guide rails, car and counterweight sheave assemblies, top and bottom limit switches, governor tension sheave assemblies and compensating sheave assemblies.
- vii. Pumps, pump motors operating valves, valve motors, leveling valves, sets of plunger packing, exposed piping, above ground plungers and cylinders and hydraulic fluid tanks.
- viii. Electrical panels and others

2. Escalators:

- i. Comb fingers, comb plate, steps and risers;
- ii. Floor plate, handrail, lubricator, steps and wheels;
- iii. Coupling, main drive chain, skirt panels, safety strips, deck moldings, interior panels, newel ends, comb fingers, step guide rollers, handrail drive chains, step chain, main drive shaft and tension carriage.
- iv. Main drive chain, pawl brake, machine brake, gear reducer, comb plate impact switches, handrail drive chains, step axle sleeves, take-up

	<p>device, handrail drive sheave pressure rollers and lubricator.</p> <ul style="list-style-type: none"> v. Gear reducer, brake lining wear detector, pawl brake switch, step chain track, step chain guide shoe, step roller track, up-thrust guides, turn-around track rail and handrail guides. vi. Tension carriage rollers, return guides, steps and wheels, step chain and lubricator. vii. Motor bearings, main drive bearings, tension carriage bearings, handrail drive bearings and gear reducer. viii. Electrical panels and others. <p>d. 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). 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.</p> <p>e. 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.</p> <p>f. Provide parts, materials, consumables, tools/equipment for the immediate operation on the preventive maintenance of the three (3) elevators and four (4) escalators and other electrical components at OCA-Aseana building.</p> <p>g. Provide free of charge, except induction motor, all necessary grease, oil, lubricants, hydraulic oil, cleaning materials, servicing and maintenance work, not requiring changes and or alteration, deviations or additions to the original design of the elevators and escalators and its accessories.</p> <p>h. Provide necessary labor for the dismantling and replacement of defective parts and repair not requiring deviations or additions to</p>	
--	--	--

	<p>the original design of the equipment and accessories.</p> <ul style="list-style-type: none"> i. Provide, clean and maintain elevator machine rooms including its proper ventilation. Ventilation equipment must be acceptable to the End-User. j. Provide the dismantling of old and worn parts and installation of new replacement escalator and elevator parts for other parts not specifically mentioned in the Terms of Reference but which are considered as included herein, because of their importance in the proper operation of the said escalators and elevators. k. In case of minor/major trouble on the building elevator and escalator (burnt motors, damage steel ropes, control panels, mother board, etc.) the contractor will immediately inform the OAMSS-EMD for evaluation / assessment and to discuss immediate remedies to restore the normal operation of the building elevators and escalators. l. Provide company steel cabinets w/ lock for tools & materials for safekeeping. m. In case of gross negligence or willful misconduct on the part of the contractor, or on the part of any person or firm acting in behalf of the contractor, in carrying out on the preventive maintenance of the building elevators / escalators and other important parts and its components, the contractor shall be liable for any direct or indirect loss or damage to the DFA. The said contractor is responsible for the repair, restoration and charges / fees or cost for the damage/s. n. In case of emergency, send as soon as reasonably possible the Contractor's skilled and competent technician's to take any action necessary to render the installation safe. The Contractor will, in this connection, train specifically designated personnel of the End User in the basic procedures of manual release of trapped passengers. o. Submit official report, in accordance with applicable code regulations, to the Engineering Maintenance Section of OAMSS the status or survey of each elevator and escalator with the findings and recommendation of the technicians per inspection. p. Responsible for all the licenses, inspection certificate, dues or fees or charges payable to the government, national or local, except permit to operate. q. Check and inspect all elevator and escalator parts and other components, and upon finding of any defective parts, replacement should be done. 	
--	---	--

	<ul style="list-style-type: none"> r. Check and inspect elevators and escalators control panels and machine rooms during preventive maintenance. s. Provide and performs preventive maintenance during weekdays from 8:00 a.m. to 5:00 p.m., which may include weekends and holidays as need arises, in cleaning the elevator and escalator parts/components in the shaft and machine rooms, oiling and adjusting of all rollers and mechanical parts that includes checking of electrical and electronic components. t. Provide appropriate warranty against parts, materials and workmanship. 	
V.	<p>Contractor's Qualifications</p> <ul style="list-style-type: none"> a. Duly authorized and reputable maintenance provider for Guangri Elevators. b. At least five (5) years of experience upon commencement of the contract, in operation, Preventive Maintenance (PM) and repairs of elevator systems. 	
VI.	<p>Contractor's Obligations</p> <p>The Contractor shall:</p> <ul 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 services; f. Ensure that the personnel possess the required skills and experience required to provide the service; g. Procure and pay any necessary permits, licenses, dues or fees or charges payable pertaining to the service from concerned national and local government agencies; h. 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; i. Ensure that all repairs, parts replacement or adjustments shall be 	

	<p>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;</p> <ul style="list-style-type: none"> j. Provide service personnel complete Personal Protective Equipment (PPE) during maintenance and repair work; k. Provide the Department a dedicated hotline for emergency calls and service. This includes weekends and Holidays; l. Ensure that service personnel wear proper uniforms and identification cards inside the Department's premises; m. Report before and after work or service to the designated OAMSS engineering personnel. Provide a service and maintenance report of the said work done; and n. Be responsible for the safety and cleanliness of the elevator pits and machine room. In the event of flooding the Contractor, with the assistance of the Engineering and Maintenance Section, shall drain and clean the elevator pits. 	
VII.	<p>Contract Duration</p> <p>The services shall be effective from February 2021 to June 2021 upon receipt of Notice to Proceed (NTP).</p>	
VIII.	<p>Bid Proposal</p> <p>Submit to DFA bid proposal (price breakdown) for five (5) months preventive maintenance and list of parts of elevators commonly replaced due to wear and tear.</p>	
IX.	<p>Terms of Payment</p> <ul style="list-style-type: none"> 1. The payment of the contract price for any given period of time shall be based on the actual service rendered for said period. No request for increase in the contract price shall be entertained by the Procuring Entity during the validity of the contract unless mandated by law. 2. Payments shall be made thirty (30) working days upon receipt of the monthly invoice with complete requirements through List of Due and Demandable Accounts Payable (LDDAP). 	

Note:

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 if 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 of supplier liable for prosecution subject to the provisions of **ITB** Clause 3.1(a)(ii) and/or **GCC** Clause 2.1(a)(ii).

Conformé:

[Signature/s]
[Name of Bidder’s Authorized Representative]
[Position]
[Date]