



Republika ng Pilipinas

Lungsod ng Quezon

RagawaranggalingkurangPantahat

GENERAL SERVICES DEPARTMENT

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**TERMS OF REFERENCE
MAINTENANCE AND SERVICE OF ELEVATORS IN VARIOUS QUEZON
CITY GOVERNMENT BUILDINGS**

I. RATIONALE

It is the general policy of the city government of Quezon City to enhance and to preserve the value of its property as well as to give priority to the safety of its occupant/ end users through the application of proper maintenance services for its facilities. As owner of various properties/ government buildings, it is desirous of hiring the services of duly qualified and competent elevator maintenance service providers for its properties with duties and functions here in after subject upon the terms and condition.

II. THE PROPERTY

The city government of Quezon City various government buildings, which needs maintenance services including repairs for its elevator facilities.

III. PROJECT DESCRIPTION

Provision of elevator maintenance technicians under its supervision, including cleaning, repair and replacement of all spare parts and elevator components, consumables, etc. required to undertake a full comprehensive maintenance for 26 elevator units.

1. QC Hall Underpass (City Hall Side) – One (1) unit

Brand: Fuji Yida
Capacity: 800 kgs, 10 persons
Speed: 1.0 m/s
No. of Stops/Openings: Two (2)

2. QC Hall Underpass (QMC Side) – One (1) unit

Brand: Fuji Yida
Capacity: 800 kgs, 10 persons
Speed: 1.0 m/s
No. of Stops/Openings: Two (2)

3. NGO Building – One (1) unit

Brand: Fuji Yida
Capacity: 1600 kgs, 21 persons
Speed: 1.0 m/s
No. of Stops/Openings: Three (3)

4. DPOS Building – One (1) unit

Brand: Fuji Yida
Capacity: 1600 kgs, 21 persons
Speed: 1.0 m/s
No. of Stops/Openings: Three (3)

5. DRRMO Building – One (1) unit

Brand: Fuji Yida
Capacity: 1600 kgs, 21 persons
Speed: 1.0 m/s
No. of Stops/Openings: Four (4)



VISION : *The General Services Department envisions itself to be a Quality Community within the Quezon City Government by delivering responsive and quality general services through committed, service-oriented and technologically advanced personnel.*
MISSION : *We provide the delivery of general services to the Quezon City Government and its constituents that are: EFFECTIVE, EFFICIENT and ECONOMICAL.*

6. Civic Center Bldg. C – One (1) unit
Brand: Fuji Yida
Capacity: 1250 kgs, 16 persons
Speed: 1.0 m/s
No. of Stops/Openings: Three (3)
7. Quezon City Public Library – One (1) unit
Brand: Fuji Yida
Capacity: 630 kgs, 8 persons
Speed: 1.0 m/s
No. of Stops/Openings: Three (3)
8. Civic Center Building D– Elevator No. 1
Brand: Fuji
Capacity: 800 kgs, 12 persons
Speed: 1.0 m/s
No. of Stops/Openings: Seven (7)
9. Civic Center Building D– Elevator No. 2
Brand: Fuji
Capacity: 1350 kgs, 20 persons
Speed: 1.0 m/s
No. of Stops/Openings: Six (6)
10. Civic Center Building D– Elevator No. 3
Brand: Fuji
Capacity: 630 kgs, 9 persons
Speed: 1.0 m/s
No. of Stops/Openings: Three (3)
11. Parking Building – One (1) unit
Brand: Fuji
Capacity: 1250 kgs, 19 persons
Speed: 1.0 m/s
No. of Stops/Openings: Five (5)
12. High Rise Building Elev. Car A – One (1) unit
Brand: Fuji
Capacity: 1150 kgs, 17 persons
Speed: 1.0 m/s
No. of Stops/Openings: Fourteen (14)
13. High Rise Building Elev. Car B – One (1) unit
Brand: Fuji
Capacity: 1150 kgs, 17 persons
Speed: 1.0 m/s
No. of Stops/Openings: Fourteen (14)
14. High Rise Building Elev. Car C – One (1) unit
Brand: Fuji
Capacity: 1150 kgs, 17 persons
Speed: 1.0 m/s
No. of Stops/Openings: Fourteen (14)
15. Civic Center Bldg. A – One (1) unit
Brand: Mitsubishi
Type/Model: NEXWAY-S
Operating System: 1C-2BC
Capacity: 1150 kgs, 14 persons
Speed: 1.0 m/s
No. of Stops/Openings: Nine (9)

16..Civic Center Bldg. B – One (1) unit

Brand: Mitsubishi
Type/Model: NEXWAY-S
Operating System: 1C-2BC
Capacity: 1150 kgs, 14 persons
Speed: 1.0 m/s
No. of Stops/Opening: Nine (9) s/o

17. Annex (Treasury) Building - One (1) unit

Brand : Mitsubishi
Type :/ Model : Elenessa Series
Capacity : 1050 kgs, 20 persons
No. Of stops/Opening: Three (3) s/o

18..Archival Elevator One (1) unit

Brand : Fuji
Capacity : 1000 kgs, 15 persons
No. Of stops/Opening: Six (6) s/o

19..Warehouse Elevator No. 1 One (1) unit

Brand : Fuji
Capacity : 1250 kgs, 19 persons
No. Of stops/Opening: three (3) s/o

20.. Warehouse Elevator No. 2 One (1) unit

Brand : Fuji
Capacity : 2000 kgs, 30 persons
No. Of stops/Opening: four (4) s/o

21. Warehouse Elevator No. 3 One (1) unit

Brand : Fuji
Capacity : 5000 kgs, 60 persons
No. Of stops/Opening: four (4) s/o

22.Comelec Elevator No. 1 One (1) unit

Brand : Fuji-yida
Capacity : 800 kgs, 12 persons
No. Of stops/Opening: eight (8) s/o

23.Comelec Elevator No. 2 One (1) unit

Brand : Fuji-yida
Capacity : 1250 kgs, 19 persons
No. Of stops/Opening: eight (8) s/o

24..Civic Center E. Bldg One unit

Brand : Fuji
Capacity : 1250 kgs, 19 persons
No. Of stops/Opening: eight (8) s/o

25..Civic Center Bldg. F Elevator No. 1 One unit

Brand : Fuji-yida
Capacity : 1250 kgs, 19 persons
No. Of stops/Opening: eight (8) s/o

26.Civic Center Bldg. F Elevator No. 2 One unit

Brand : Fuji-yida
Capacity : 1250 kgs, 19 persons
No. Of stops/Opening: eight (8) s/o

IV. SCOPE OF WORK

1. ELEVATOR MAINTENANCE SERVICE PROVIDERS RESPONSIBILITIES

1.1.1.TRAINED PERSONNEL – The service providers will provide trained personnel who are qualified to keep the EQUIPMENT properly adjusted, and who shall use all reasonable care to maintain the equipment in proper and safe operating condition.

1.1.2.PLANNED MAINTENANCE – The service provider will, in accordance with the terms hereof, shall examine, lubricate, and adjust the EQUIPMENT and generally carry out all planned maintenance in a systematic and controlled manner using its developed techniques

and expertise, **once a month**. The service provider shall station onsite technical personnel during the period of the contract with a minimum of two (2) site technicians for eight (8) hours 6 days a week.

1.1.3. REPAIR AND REPLACEMENT OF PARTS – The service provider at its option will repair or replace any part/s detailed in the following section 1.4, which in the services provider's sole opinion are defective.

1.1.4. COVERED EQUIPMENT – Service provider will, without the generality of the statement in No. 1.3

- (A) Renew all wire ropes and chains (where fitted) as often as appears necessary to maintain an adequate factor of safety. To equalize the tension on all hoisting ropes, repair or replace conductor cables and hoist way and machine room elevator wiring.
- (B) Furnish lubricants compounded to elevator's stringent specification.
- (C) Examine periodically all safety devices and governors and make the customary safety test.
- (D) Examine, adjust and lubricate all the appropriate parts of all motors, controllers, door operators, rail guides, lift cars and inspect the wear and tear condition of the equipment.
- (E) Clean, adjust as necessary all machinery, ropes, sheaves, fixing controllers, gates, doors, locks, wirings, motors and safety devices.
- (F) Check all machines and components for abnormal temperature rise, oil leaks, vibrations and noise.
- (G) Provide the necessary tools in carrying out the said work.
- (H) Check indicator lamps, bulbs, buzzers and car lights.
- (I) Check levelling differences, brakes, slippage, acceleration, deceleration and riding comfort.
- (J) Check all load wires, termination and the operation of relays, contactors, push buttons and all safety switches.
- (K) Clean machine room, hoist way, car tops (except aircon), car pit and guide rails.
- (L) Examine and test once a month during regular visit all safety devices and governors.

- 2. MAINTENANCE OF SAFETY STANDARDS** – service providers will in accordance with the terms hereof maintain the EQUIPMENT to the safety standard of the original equipment and will, at the CLIENT'S request, advise in any changes required by, amongst others, governmental authorities, codes and / or regulations.
- 3. MAINTENANCE OF PERFORMANCE** – service provider will where applicable maintain the performance characteristics of the equipment as originally designed and installed or as amended by mutual written agreement between the CLIENT and the service provider.
- 4. PRIORITY** – the service provider shall give priority in its service, repairs and manufacturing facilities to restoring the EQUIPMENT to normal service.
- 5. GROUP SUPERVISORY SYSTEMS** – service provider shall, where applicable, check the group dispatching systems and make necessary tests to ensure that all circuits and time settings are properly adjusted and that the system performs as designed and installed.
- 6. WIRING DIAGRAMS** – the service provider shall maintain the current elevator's Engineering wiring diagrams for the term of this agreement.
- 7. SPAREPARTS INVENTORY** – the service provider shall maintain a reasonable stock of spare parts and supplies to service the EQUIPMENT. Including parts that are no longer commercially available and have to be specifically manufactured for the EQUIPMENT.
- 8. WORK OF PERFORMANCE** – all work and services provider must be prepared to carry out work at the CLIENT'S expenses in connection with the equipment failing outside the scope of the agreement, such work would be carried out under the terms and conditions as agreed upon by both parties.
- 9. TIME OF PERFORMANCE** – all work and services provided must be performed any time of the day at no additional cost will be charged to the client for carrying out work occurred on such times.
- 10. PUBLIC AND SPECIAL HOLIDAYS, ETC** – work and services can be required to be carried out on a public and special holiday including Sunday's at no extra cost to the CLIENT, but not during strikes or lockouts which may affect the performance of the service provider.

11. CALL BACK SERVICE

11.1 EMERGENCY MINOR CALLBACK SERVICE – service provider shall provide an emergency minor adjustment call-back service at no extra charge. Upon notice by the CLIENT,

at any hour of the day or night, service provider shall attend the EQUIPMENT as soon as reasonably practicable when, in service provider's opinion, urgent action is required.

11.2 BREAKDOWN AND REPAIR SERVICE – in addition, service provider shall provide during normal working hours, a breakdown repair service.

11.3 CHARGEABLE CALLBACKS – service provider reserves the right to charge the CLIENT for call-backs (inclusive of nuisance call-back) when such call-backs are the result of negligence or misuse of the EQUIPMENT or by reason of any cause, which is beyond the service provider's control.

12. The service provider shall submit to the CLIENT monthly accomplishment report to the general services department as part of the assessment on the quality of their services and will serve as an attachment on their monthly billing.
13. The contractor must offer the same brand of parts/equipment and provide a certificate of genuineness and exclusivity.

14. PARTS COVERAGE OF A COMPREHENSIVE ELEVATOR PREVENTIVE MAINTENANCE CONTRACT

PARTS INCLUDED IN COMPREHENSIVE	PARTS NOT INCLUDED IN COMPREHENSIVE
CONTROL PANEL	
Power Transistor	Automatic Voltage Regulator
Cooling Fan	Magnetic Contactor
Relay	PCB MPU
Resistors	PCB I/O
Capacitors Unit	PCB SCL
ZNR Unit	PCB GDC
EMI Filter	PCB SV
Terminal Block	PCB SST
Diode	Main Drive
Transformer	
Fuse Free Breaker	
Fuse	
Interphone Unit	

PARTS INCLUDED IN COMPREHENSIVE	PARTS NOT INCLUDED IN COMPREHENSIVE
MACHINE	
Machine Cushion	Gear/Gearless Machine
Brake Lining	Brake Assembly
Brake Check Switch	Secondary Pulley
	Main Pulley
	Encoder
	Motor
	Hoist Cable Steel

PARTS INCLUDED IN COMPREHENSIVE	PARTS NOT INCLUDED IN COMPREHENSIVE
ERD (Emergency Rescue Device)	
	ALP PCB
	Magnetic Contactor
	Battery
	Fuse Free Breaker
	Resistors
	Capacitors
	Transistor
	Charger Unit

PARTS INCLUDED IN COMPREHENSIVE	PARTS NOT INCLUDED IN COMPREHENSIVE
TRANSFORMER GOVERNOR	
Governor Ropes	Transformer Unit
	Governor Machine Assembly

PARTS INCLUDED IN COMPREHENSIVE	PARTS NOT INCLUDED IN COMPREHENSIVE
CAR TOP	
Fan	Apparatus Box

Emergency Switch	PCB Door Controller
Maintenance Switch	PCB I/O
Proximity Floor Detector	Pulley
Rope	
Safety Switch	

PARTS INCLUDED IN COMPREHENSIVE	PARTS NOT INCLUDED IN COMPREHENSIVE
GOVERNOR LIMIT SW	
Limit Switch Assy	Pulley Assy
FLS, DLS, SDS Switch	

PARTS INCLUDED IN COMPREHENSIVE	PARTS NOT INCLUDED IN COMPREHENSIVE
SUPERVISORY	
DOT Matrix Display	Cems System
Key Switch	Video Controller
Interphone Unit	CPU Unit
Buzzer	LCD Display
LED Floor Detector	Key Board
Battery 12v	Mouse
Battery 6/24v	
Guide Shoe/Roller	
Oiler Box	
Pulley (If any)	
Spring/Custom for Ropes	

PARTS INCLUDED IN COMPREHENSIVE	PARTS NOT INCLUDED IN COMPREHENSIVE
DOOR MACHINE	
Door Belt	Door Motor
CAM Roller	Door Drive
CAM Switch GS	
CAM Switch OLS, CLS	
Pulley Tension	
Spring	
Door Rail	

PARTS INCLUDED IN COMPREHENSIVE	PARTS NOT INCLUDED IN COMPREHENSIVE
CAR DOOR	
Safety Shoe	Multi Beam Sensor
Safety Shoe Stopper	
Retraction Bracket	
Door Guide Shoe	
Door Stopper	
Door Cushion	

PARTS INCLUDED IN COMPREHENSIVE	PARTS NOT INCLUDED IN COMPREHENSIVE
IN CAGE	
Interphone Unit	LCD Display
Operation Switch	Video Controller
	Micro Push Button
	PBC DOT. Matrix Indicator

PARTS INCLUDED IN COMPREHENSIVE	PARTS NOT INCLUDED IN COMPREHENSIVE
UNDER CAR	
Load Sensor	
Cushion	
Safety Wedge	
Guide Shoe/Roller	
Safety Switch	
Travelling Cable	

PARTS INCLUDED IN COMPREHENSIVE	PARTS NOT INCLUDED IN COMPREHENSIVE
COUNTER WEIGHT	
Guide Shoe	
Spring for Ropes	
Safety Wedge (If any)	

PARTS INCLUDED IN COMPREHENSIVE	PARTS NOT INCLUDED IN COMPREHENSIVE
LIMIT SW	
Limit Switch Assy	
FLS, DLS, SDS Switch	

PARTS INCLUDED IN COMPREHENSIVE	PARTS NOT INCLUDED IN COMPREHENSIVE
HATCH DOOR	
Door Lock Switch	PCB LCD Display
PBC SCL	
Door Coupling Device	
Roller	
Door Hanger	
Door Rail	
Door Spring	
Door Rope	
Door Guide Shoe	
Door Pulley	
PBC DOT. Matrix Indicator	
Micro Push Button	

PARTS INCLUDED IN COMPREHENSIVE	PARTS NOT INCLUDED IN COMPREHENSIVE
CUSHION BUFFER	
	Spring
	Hydraulic cylinder

PARTS INCLUDED IN COMPREHENSIVE	PARTS NOT INCLUDED IN COMPREHENSIVE
COMPENSATING	
Cable	Chain

V. CITY GOVERNMENT OF QUEZON CITY RESPONSIBILITY (CLIENT)

1. The CLIENT shall allow the service providers employees and sub-contractors access to its properties where the EQUIPMENT is installed, its landings, lobbies and motor room associated there with and all areas mentioned herein.
2. In the interest of safety, the CLIENT shall nit direct or permit the repair, alteration, replacement or any interference with any of the EQUIPMENT or any parts thereof, of any items specified herein, by any person other than the SERVICE PROVIDER.
3. The CLIENT will report details of unsatisfactory running or irregular performance of the EQUIPMENT and will keep clean and in good condition those parts excluded from the agreement such are accessible and would not involved danger to the CLIENT, its employees or person acting on its behalf.
4. The CLIENT will provide the machine room with adequate lighting, cooling, moisture control and /or ventilation as may be required. Will also give assistance to the personnel of the service provider in enhancing the effective operation of the EQUIPMENT
5. The CLIENT shall provide guards and /or other safety devices for the EQUIPMENT as required to comply with legal obligations and good safety practices.
6. The general services department shall have the authority to inspect and audit the materials, fixtures and parts delivered in connection with the repair and maintenance of the client's EQUIPMENT

VI. CONTRACT DURATION

Subject to the following provisions, the term of elevator maintenance service appointment under this shall be for the period of one (1) year there after it shall be deemed automatically terminated. Without prejudice to all or any rights, which may have occurred to it pursuant to the terms of the agreement, either party shall be entitled to terminate the agreement upon giving not less than one (1) calendar month written notice and/or otherwise agreed. The duration of the comprehensive maintenance shall commence upon the approval of the contract.

VII. BUDGET AND BASIS OF PAYMENT

The City Government has set an approved budget ceiling of **Five Million Seven Hundred Seventy Three Thousand Six Hundred Ninety Eight Pesos Only (Php. 5,773,698.00)** for 26 units of elevator cars, payable monthly upon presentation of invoice. Included are all amount of any sales, use, excise or other tax which may now or hereafter be applicable to the services to be performed under this Agreement.

VIII. INDEMNITY

The service provider agrees to indemnify and hold the city government and the latter's offices, employees and agents free and harmless from and against any and all actions, suits, claims, liabilities, damages, cost and expenses which may be pursued by any persons or entity by reasons or occasioned by, or non-observance thereof UNLESS the same is attributable to the gross negligence or willful misconduct of the city government or its authorized officers, employees or agents.

XI. TERMS OF PAYMENT

- After completion of every Preventive Maintenance (MONTHLY)


F.E.B. BASS
Officer-In-Charge
City General Services Department -
  