



TERMS OF REFERENCE FOR MAINTENANCE AND SERVICE OF ELEVATORS WITHIN AND OUTSIDE QUEZON CITY HALL COMPOUND

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 stated herein.

II. PROJECT OBJECTIVES

The primary objective is to maintain continuous operations of the elevator units.

III. PROJECT SCOPE OF WORK

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.

1. ELEVATOR MAINTENANCE SERVICE PROVIDERS RESPONSIBILITIES

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.

1.2. 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 including load testing. This includes full details of repair, calibration & maintenance works this contract. A written monthly report duly signed by the technician and engineer conducting the Preventive Maintenance shall be submitted to the Chief of Building and Grounds Maintenance Division (BGMD)

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.

1.4. 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 contractor must offer the same brand of parts/equipment and provide a certificate of genuineness and exclusivity.

13. 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.

14. The Service Provider shall provide photos of repair, calibration inspection, trouble shooting and preventive maintenance tagged as "before, during and after" to be submitted together with the accomplishment report.

15. CITY GOVERNMENT OF QUEZON CITY RESPONSIBILITY (CLIENT)

15.1 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.

15.2 In the interest of safety, the CLIENT shall not 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.

15.3 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.

15.4The 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

15.5The CLIENT shall provide guards and /or other safety devices for the EQUIPMENT as required to comply with legal obligations and good safety practices.

15.6 The CLIENT 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

16. 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.

17. 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

IV. AREA COVERAGE

ITEM NO.	LOCATION	BRAND	CAPACITY	NO. OF STOPS/ OPENINGS
1	QC Hall Underpass (QC Hall side)	Fuji Yida	800 kgs, 10 persons	Two (2)
2	QC Hall Underpass (QMC side)	Fuji Yida	800 kgs, 10 persons	Two (2)
3	High Rise Bldg. Car A	Fuji	1150 kgs, 17 persons	Fourteen (14)
4	High Rise Bldg. Car B	Fuji	1150 kgs, 17 persons	Fourteen (14)
5	High Rise Bldg. Car C	Fuji	1150 kgs, 17 persons	Fourteen (14)
6	Civic Center Bldg. A	Mitsubishi	1150 kgs, 14 persons	Nine (9)
7	Civic Center Bldg. B	Mitsubishi	1150 kgs, 14 persons	Nine (9)
8	Civic Center Bldg. C	Fuji Yida	1250 kgs, 16 persons	Three (3)
9	Civic Center Bldg. D Elev. No. 1	Fuji	800 kgs, 12 persons	Seven (7)
10	Civic Center Bldg. D Elev. No. 2	Fuji	1350 kgs, 20 persons	Six (6)
11	Civic Center Bldg. D Elev. No. 3	Fuji	630 kgs, 9 persons	Three (3)
12	Civic Center Bldg. E	Fuji	1250 kgs, 19 persons	Five (5)
13	Civic Center Bldg. F Elev. No. 1	Fuji	800 kgs, 12 persons	Eight (8)
14	Civic Center Bldg. F Elev. No. 2	Fuji	1250 kgs, 19 persons	Six (6)
15	Annex (Treasury) Bldg.	Mitsubishi	1050 kgs, 14 persons	Three (3)
16	NGO Bldg.	Fuji Yida	1600 kgs, 21 persons	Three (3)
17	DPOS Bldg.	Fuji Yida	1600 kgs, 21 persons	Three (3)
18	DRRMO Bldg.	Fuji Yida	1600 kgs, 21 persons	Four (4)

19	Quezon City Public Library	Fuji Yida	630 kgs, 8 persons	Three (3)
20	Multi-Level Parking Bldg.	Fuji	1250 kgs, 19 persons	Five (5)
21	Archival Bldg. (Amoranto)	Fuji	1000 kgs, 15 persons	Six (6)
22	Central Warehouse Bldg. (Amoranto) Elev. No. 1	Fuji	1250 kgs, 19 persons	Three (3)
23	Central Warehouse Bldg. (Amoranto) Elev. No. 2	Fuji	2000 kgs, 30 persons	Four (4)
24	Central Warehouse Bldg. (Amoranto) Elev. No. 3	Fuji	5000 kgs, 60 persons	Four (4)
25	Comelec Bldg. Elev. No. 1	Fuji Yida	800 kgs, 12 persons	Eight (8)
26	Comelec Bldg. Elev. No. 2	Fuji Yida	1250 kgs, 19 persons	Eight (8)
27	Community Center Bldg.	Fuji	800 kgs, 12 persons	Three (3)
28	Dist. 3 Action Office (Brgy. Marilag)	Mitsubishi	600 kgs, 10 persons	Six (6)

V. PROJECT STANDARDS & REQUIREMENT

The following are the minimum qualifications and requirements for the contractor:

❖ Track record

- The service provider should have at least three (3) years actual experience in preventive maintenance, repair or installation of elevator.

❖ Organization

- The Contractor should submit its detailed organization chart which should indicate an established organizational structure of technical personnel to show its capability to undertake the project.

❖ Manpower

- The Contractor shall provide at least three (3) technical personnel wearing proper personal protective equipment in conducting the preventive maintenance of the enrolled units.

All services to be rendered must be supervised by an accredited Safety Officer or duly licensed Mechanical Engineer whom are required to provide Certificate of Registration and License.

VI. WARRANTY

- Warranty is meant to express the integrity of the labor and material supplied under normal use of the equipment to be free from defects. Damage due to normal wear and tear is not covered by warranty. Moreover, consequent damages due to operational cause or natural events beyond control of man are not warrantable.
- The Contractor shall give three (3) months warranty on labor performed.
- Spare parts supplied by the contractor shall carry a three (3) months limited warranty from the time of installation.
- Warranty repairs do not extend any further life to the supplier's basic warranty terms and conditions of the equipment.
- Warranty repair cost is limited only to the cost of supplied items to bring the equipment in operation prior to the warranty repair.

VII. APPROVED BUDGET FOR THE CONTRACT

The City Government has set an approved budget ceiling of **Six Million Eighty Five Thousand Eight Hundred Thirty Six Pesos only (Php. 6,085,836.00)** for **28** units of elevator, payable monthly upon completion of the scope of work. 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.

- ❖ No Price Adjustment
- ❖ The Project cost shall be fixed and there shall be no price adjustments applicable for the duration of the contract except when the operations cost is increased by more than 10% as a result of any extraordinary circumstance as determined by the National Economic Development Authority (NEDA). Pursuant to the provisions of RA 9184 and its IRR on contract price escalation, all contract price escalation shall be approved by the Government Procurement Policy Board (GPPB).

VIII. BASIS OF PAYMENT

Monthly payment based on accomplishment report.

IX. PENALTIES FOR BREACH OF CONTRACT

Failure to deliver the services according to the standards and requirements set by the City shall constitute an offense and shall subject the Contractor to penalties and/or liquidated damages pursuant to RA 9184 and its revised Implementing Rules and Regulations.

X. CANCELLATION OR TERMINATION OF CONTRACT

The guidelines contained in RA 9184 and its revised IRR shall be followed in the termination of any service contract. In the event the City terminated the Contract due to default insolvency, or for cause, it may enter into a contract pursuant to RA 9184 and its IRR.

XI. DELIVERY PERIOD

The project has one (1) year duration from January 1, 2023 to December 31, 2023 upon issuance of the Notice to Proceed.


FE B. BASS

Officer-In-Charge

City General Services Department