



**TERMS OF REFERENCE  
FOR THE COMPREHENSIVE PREVENTIVE MAINTENANCE OF ELEVATOR UNITS  
FOR QUEZON CITY GOVERNMENT INSTALLATIONS**

**I. RATIONALE**

It is the general policy of the Quezon City Government 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. DEFINATION OF TERMS:**

1. QCG – Quezon City Government
2. CGSD – City General Services Department
3. BGMD – Building & Grounds Management Division
4. EQUIPMENT – Refers to Elevator Unit

**III. PROJECT OBJECTIVES**

The primary objective is to maintain continuous, safe operations of the elevator units (“EQUIPMENT”).

**IV. AREA COVERAGE**

**A. WITHIN QUEZON CITY HALL COMPOUND**

NO	LOCATION	BRAND	CAPACITY	NO. OF STOPS/OPE NINGS
1	CAR A High Rise Building	FUJI	1150 kgs. 17 Persons	14
2	CAR B High Rise Building	FUJI	1150 kgs. 17 Persons	14
3	CAR C High Rise Building	FUJI	1150 kgs. 17 Persons	14
4	CAR D High Rise Building	JOY LIVE	1250 kgs. 16 Persons	15
5	CAR E High Rise Building	JOY LIVE	1250 kgs. 16 Persons	15
6	ANNEX Building (TREASURY)	MITSUBISHI	1050 kgs. 14 Person	3



7	Multi-Level Parking Building	FUJI	1250 kgs. 19 Persons	5
8	Civic Center Building A	MITSUBISHI	1150 kgs. 14 Persons	9
9	Civic Center Building B	MITSUBISHI	1150 kgs. 14 Persons	9
10	Civic Center Building C	FUJI YIDA	1250 kgs. 16 Persons	3
11	Civic Center Building D(Car1)	FUJI	800 kgs. 12 Persons	7
12	Civic Center Building D (Car 2)	FUJI	1350 kgs. 20 Persons	6
13	Civic Center Building D (Car 3)	FUJI	630 kgs. 9 Persons	3
14	Civic Center Building E	FUJI	1250 kgs. 19 Persons	5
15	Civic Center Building F (Car 1)	FUJI	800 kgs. 12 Persons	8
16	Civic Center Building F (Car 2)	FUJI	1250 kgs. 19 Persons	6
17	Quezon City Health (Car 1)	FUJI	1250 kgs. 19 Persons	5
18	Quezon City Health (Car 2)	FUJI	800 kgs. 12 Persons	4
19	NGO Building	FUJI YIDA	1600 kgs. 21 Persons	3
20	DRRMO Building	FUJI YIDA	1600 kgs. 21 Persons	4
21	DPOS Building	FUJI YIDA	1600 kgs. 21 Persons	3
22	Community Building	FUJI	800 kgs. 12 Persons	3
23	Quezon City Public Library Building	FUJI YIDA	630 kgs. 8 Persons	3
24	Underpass Quezon City Hall Side	FUJI YIDA	800 kgs. 10 Persons	2
25	Underpass Circle Side	FUJIYIDA	800 kgs. 10 Persons	2

#### B. OUTSIDE QUEZON CITY HALL COMPOUND

NO	LOCATION	BRAND	CAPACITY	NO. OF STOPS/OPE NINGS
1	COMELEC Building Car I	FUJI YIDA	1250 kgs.16 Persons	8
2	COMELEC Building Car 2	FUJI YIDA	800 kgs. 10 Persons	8
3	DISTRICT 3 Action Office (MARILAG)	MITSHUBIS HI	600 kgs. 9 Persons	6
4	Archival Building Amoranto	FUJI	1000 kgs. 15 Persons	4
5	Central Warehouse Elevator 1	FUJI	1250 kgs.19 Persons	3

6	Central Warehouse Elevator 3	FUJI	5000 kgs. 60 Persons (CARGO)	4
7	Central Warehouse Elevator 2	FUJI	2000 kgs. 30 Persons (CARGO)	4
8	Rosario Maclang Bautista Hospital (Car 1) BRGY. BATASAN	AGP/STBI	1600 kgs. 10 Persons	5
9	Rosario Maclang Bautista Hospital (Car 2) BRGY. BATASAN	AGP/STBI	1600 kgs. 10 Persons	5
10	Novaliches District Hospital(Car 1) BRGY. SAN BARTOLOME	FUJI YIDA	1600 kgs. 21 Persons	3
11	Novaliches District Hospital(CAR 2) BRGY. SAN BARTOLOME	FUJI YIDA	1600 kgs. 21 Persons	4
12	Quezon City General Hospital (Car1) BRGY. BAHAY TORO	KOYO	1150 kgs. 15 Persons	3
13	Quezon City General Hospital (Car 2) BRGY. BAHAY TORO	HYUNDAI	1000 kgs.15 Persons	5
14	Quezon City General Hospital (Car 3) BRGY. BAHAY TORO	HYUNDAI	1000 kgs. 15 Persons	5
15	Quezon City General Hospital (Car 4) BRGY. BAHAY TORO	HYUNDAI	1000 kgs. 15 Persons	5
16	Quezon City General Hospital (Car 5) BRGY. BAHAY TORO	HYUNDAI	1000 kgs.15 Persons	5
17	Quezon City University (QCU) Bautista Building. Auditorium (Car 1) SAN BARTOLOME	FUJI YIDA	1000 kgs 13 Persons	8
18	Quezon City University (QCU) Bautista Building. AUDITORIUM (CAR 2) SAN BARTOLOME	FUJI YIDA	1000 kgs 13 Persons	8
19	Quezon City University (QCU)Admin Building, SAN BARTOLOME	FUJI YIDA	1450 kgs. 16 Persons	5
20	Regional Disaster Center (DRRMO) DAHLIA, BRGY. WEST FAIRVIEW	NIPPON	1150 kgs. 15 Persons	5
21	QCX Elevator	Mitsubishi	630 kgs. 8 persons	

**Total Number of Elevator Units – Forty-Six (46) units**

## **V. 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 and other requirements to undertake a full comprehensive maintenance.

1. Replace all wire ropes and chains as often as necessary to maintain an adequate factor of safety. To balance the tension on all hoisting ropes, repair or replace conductor cables and hoist way and machine room elevator wiring.
2. Apply lubricants compounded to elevator's stringent specification.
3. Periodically examine all safety devices and governors (speed controller) and conduct the customary safety test.
4. Examine, adjust and lubricate all the appropriate parts of all motors, controllers braise, door operators, rail guides, lift cars and inspect the wear and tear condition of the equipment.
5. Clean, adjust as necessary all machinery, ropes, sheaves fixing controllers, gates, doors, locks, wirings, motors and safety devices.
6. Check all machines and components to prevent abnormal temperature rise, oil leaks, vibrations and noise.
7. Provide the necessary tools in carrying out the said work.
8. Check indicator lamps, bulbs, buzzers and car lights.
9. Check levelling differences, brakes slippage, acceleration, deceleration and riding comfort.
10. Check all load wires, termination and operation of relays, contacts, push buttons and all safety switches.
11. Clean machine room, hoist way, car tops, aircon, car pit and guide rails.
12. Check and test all safety devices and governors (speed controller) once a month.

## **VI. RESPONSIBILITIES OF THE SERVICE PROVIDER**

The service provider shall:

1. Provide trained personnel who are qualified to properly maintain the equipment in safe operating condition.
2. Examine, lubricate, and adjust the EQUIPMENT and generally carry out all planned maintenance in a systematic and controlled manner using its techniques and expertise, once a month. The service provider shall station a minimum of four (4) on-site technicians from 8:00 a.m. to 5:00 p.m., six (6) days a week during contract implementation. This includes repair, calibration & maintenance works or as need arises. The technician shall submit a monthly service report to the Buildings and Grounds Management Division (BGMD), CGSD.
3. Repair and replacement any defective part/s detailed in the scope of works.
4. Maintain the EQUIPMENT to the safety standard of the original EQUIPMENT and shall, at the QCG request, advice in any changes required by governmental authorities, codes and/or regulations.



5. Maintain the performance characteristics of the EQUIPMENT as originally designed and installed or as amended by mutual written agreement between the QCG and the service provider.
6. Give priority in its service, repairs and manufacturing facilities to restoring the EQUIPMENT to normal service.
7. 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.
8. Maintain the standard EQUIPMENT's Engineering wiring diagrams.
9. 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.
10. Prepare to carry out work at the QCG's expense 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.
11. Required to perform on public and special holidays including Sundays at no extra cost to the QCG.
12. Install original brand of parts/equipment and provide a certificate of genuineness and exclusivity.
13. Inspect the condition/status of all units and secure a certificate of inspection from the City General Services Department (CGSD) as part of the requirements.
14. Provide a motorcycle to be used for the operations.
15. Submit a monthly accomplishment report with photos of all repair, troubleshooting and preventive maintenance report tagged as before, during and after as part of the assessment on the quality of services rendered and as an attachment to the monthly billing of service provider.

## **VII. RESPONSIBILITIES OF THE QCG**

The QCG shall:

1. Allow the service provider's employees access to its properties where the EQUIPMENT is installed, its landings, lobbies and motor room associated there with and all areas mentioned herein.
2. Not allow 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. Report the details of irregular performance of the EQUIPMENT.
4. Maintain the cleanliness of the EQUIPMENT.
5. Provide the machine room with adequate lighting and ventilation.
6. Give assistance to the personnel of the service provider in enhancing the effective operation of the EQUIPMENT.
7. Have the authority to inspect and audit the materials, fixtures and parts delivered in connection with the repair and maintenance of the EQUIPMENT.

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.

18. 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	
PCB MPU	
PCB I/O	
PCB SCL	
PCB GDC	
PCB SV	
PCB SST	
Main Drive	
Relay	
Resistors	
Capacitors Unit	
ZNR Unit	
EMI Filter	
Terminal Block	
Diode	
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
PARTS INCLUDED IN COMPREHENSIVE	PARTS NOT INCLUDED IN COMPREHENSIVE
	ARD ( Automatic Rescue Device )
PARTS INCLUDED IN	PARTS NOT INCLUDED IN

<b>COMPREHENSIVE</b>	<b>COMPREHENSIVE</b>
<b>TRANSFORMER GOVERNOR</b>	
Governor Ropes	Governor Machine Assembly

<b>PARTS INCLUDED IN COMPREHENSIVE</b>	<b>PARTS NOT INCLUDED IN COMPREHENSIVE</b>
<b>CAR TOP</b>	
Fan	Apparatus Box
Emergency Switch	PCB Door Controller
Maintenance Switch	
Proximity Floor Detector	
Rope	
Safety Switch	
PPCB 1/0	
Pulley	

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

<b>PARTS INCLUDED IN COMPREHENSIVE</b>	<b>PARTS NOT INCLUDED IN COMPREHENSIVE</b>
<b>SUPERVISORY</b>	
DOT Matrix Display	
Key Switch	
Interphone Unit	
Buzzer	
LED Floor Detector	
Battery 12v	
Battery 6/24v	
Guide Shoe/Roller	
Oiler Box	
Pulley (If any)	
Spring/Custom for Ropes	
Cems System	
Video Controller	
CPU Init	
LCD Display	
Key Board	
Mouse	
<b>PARTS INCLUDED IN COMPREHENSIVE</b>	<b>PARTS NOT INCLUDED IN COMPREHENSIVE</b>
<b>DOOR MACHINE</b>	
Door Belt, Door Drive	
CAM Roller	
CAM Switch GS, Door Motor	
CAM Switch OLS, CLS	

Pulley Tension	
Spring	
Door Rail	
<b>PARTS INCLUDED IN COMPREHENSIVE</b>	<b>PARTS NOT INCLUDED IN COMPREHENSIVE</b>
<b>CAR DOOR</b>	
Safety Shoe	Multi Beam Sensor
Safety Shoe Stopper	
Retraction Bracket	
Door Guide Shoe	
Door Stopper	
Door Cushion	

<b>PARTS INCLUDED IN COMPREHENSIVE</b>	<b>PARTS NOT INCLUDED IN COMPREHENSIVE</b>
<b>IN CAGE</b>	
Interphone Unit	
Operation Switch	
LCD Display	
Video Controller	
Micro Push Button	
PBC DOT. Matrix indicator	

<b>PARTS INCLUDED IN COMPREHENSIVE</b>	<b>PARTS NOT INCLUDED IN COMPREHENSIVE</b>
<b>UNDER CAR</b>	
Load Sensor	
Cushion	
Safety Wedge	
Guide Shoe/Roller	
Safety Switch	
Travelling Cable	
<b>PARTS INCLUDED IN COMPREHENSIVE</b>	<b>PARTS NOT INCLUDED IN COMPREHENSIVE</b>
<b>COUNTER WEIGHT</b>	
Guide Shoe	
Spring for Ropes	
Safety Wedge (If any)	
<b>INCLUDED IN COMPREHENSIVE</b>	<b>PARTS NOT INCLUDED IN COMPREHENSIVE</b>
<b>LIMIT SW</b>	
Assy	
SDS Switch	
<b>PARTS INCLUDED IN COMPREHENSIVE</b>	<b>PARTS NOT INCLUDED IN COMPREHENSIVE</b>
<b>HATCH DOOR</b>	



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	
PCB Display	
<b>PARTS INCLUDED IN COMPREHENSIVE</b>	<b>PARTS NOT INCLUDED IN COMPREHENSIVE</b>
	<b>CUSHION BUFFER</b>
	Spring
	Hydraulic cylinder
<b>PARTS INCLUDED IN COMPREHENSIVE</b>	<b>PARTS NOT INCLUDED IN COMPREHENSIVE</b>
<b>COMPENSATING</b>	
Cable	Chain

## IX. 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 Service Provider 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 Service Provider shall provide at least four (4) technical personnel wearing proper personal protective equipment in conducting the preventive maintenance of the enrolled units.
- ❖ Pre-inspection
  - The prospective bidders must secure a gatepass or permit for the site inspection of the project. The same must be acknowledge by the concerned building administrator / directors confirming that the bidder had conducted an actual pre inspection of the project.

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.

## **X. WARRANTY**

1. 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.
2. The Service Provider shall give three (3) months warranty on labor performed.
3. Spare parts supplied by the service provider shall carry a three (3) months limited warranty from the time of installation.
4. Warranty repairs do not extend any further life to the supplier's basic warranty terms and conditions of the equipment.
5. Warranty repair cost is limited only to the cost of supplied items to bring the equipment in operation prior to the warranty repair.

## **XI. APPROVED BUDGET FOR THE CONTRACT**

The City Government has set an approved budget ceiling of **Eleven Million Five Hundred Seventeen Thousand Six Hundred Sixty Nine Pesos and 72/100 only (Php. 11,517,669.72)** for 46 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.

## **XII. CONTRACT DURATION**

The contract has one (1) year duration effective January 1, 2024 to December 31, 2024. The City has the right to terminate the contract pursuant to item No. XV of this TOR or any kind of breach of contract.

## **XIII. BASIS OF PAYMENT**

Monthly payment based on accomplishment report.

## **XIV. 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.

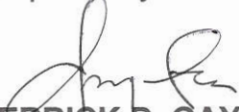

**XV. CANCELLATION OR TERMINATION OF CONTRACT**

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.

**XVI. DELIVERY PERIOD**

The project has one (1) year duration from the issuance of the Notice to Proceed.

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Acting Chief, BGMD 

Attested by:

  
**JOEL G. ESCUETA**  
Asst. City Government Department Head III  
For Operation

Noted by:

  
**FE B. BASS**  
Officer-in-Charge  
City General Services Department