



## TERMS OF REFERENCE FOR THE COMPREHENSIVE PREVENTIVE MAINTENANCE OF 57 ELEVATOR UNITS AND 2 ESCALATOR 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. DEFINITION OF TERMS:

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

### III. PROJECT OBJECTIVES

The primary objective is to maintain continuous, safe operations of the elevator & escalator units ("EQUIPMENT").

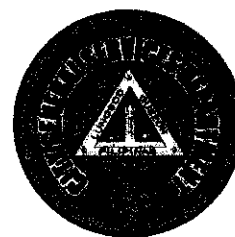
### IV. AREA COVERAGE

#### A. ELEVATOR WITHIN QUEZON CITY HALL COMPOUND

| NO | LOCATION                            | BRAND      | CAPACITY             | NO. OF STOPS/OPENINGS |
|----|-------------------------------------|------------|----------------------|-----------------------|
| 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 (Car 1)     | 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               | FUJI YIDA  | 800 kgs. 10 Persons  | 2                     |

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**B. ELEVATOR IN OTHER CITY GOVERNMENT INSTALLATIONS**

| NO | LOCATION   | BRAND                                       | CAPACITY                     | NO. OF STOPS/OPENINGS |
|----|--|---|------------------------------|-----------------------|
| 1  | COMELEC Building Car 1   | 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)   | MITSHUBISHI                                 | 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 (Car 1) 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 | Quezon City University (QCU) Academic Building, SAN BARTOLOME PE1                | FUJI YIDA                                   | 1450 kgs. 16 Persons         | 5                     |
| 21 | Quezon City University (QCU) Academic Building, SAN BARTOLOME PE2                | FUJI YIDA                                   | 1450 kgs. 16 Persons         | 5                     |
| 22 | Regional Disaster Center (DRRMO) DAHUA, BRGY. WEST FAIRVIEW                      | NIPPON                                      | 1150 kgs. 15 Persons         | 5                     |
| 23 | QCX Elevator   | Mitsubishi                                  | 630 kgs. 8 persons           | 2                     |
| 24 | Barangay Bagong Silangan Quezon City ( Freight Elev TO1)                         | UNITY EXPRESS INDUSTRIAL CORP. WINONE, LTHW | 2000 kgs, 30 person          | 5                     |
| 25 | Amoranto Arena (Passenger Elevator No. 1)  | FUJI  | 2000 kgs, 30 person          | 5                     |
| 26 | Amoranto Arena (Passenger Elevator No. 2)  | FUJI  | 2000 kgs, 30 person          | 4                     |
| 27 | Amoranto Arena (Passenger Elevator No. 3)  | FUJI  | 2000 kgs, 30 person          | 2                     |
| 28 | Amoranto Arena (Passenger Elevator No. 4)  | FUJI  | 2000 kgs, 30 person          | 4                     |
| 29 | Amoranto Arena (Passenger Elevator No. 5)  | FUJI  | 2000 kgs, 30 person          | 4                     |
| 30 | Amoranto Arena (Passenger Elevator No. 6)  | FUJI  | 2000 kgs, 30 person          | 2                     |
| 31 | Amoranto Arena (Passenger Elevator No. 7)  | FUJI  | 2000 kgs, 30 person          | 2                     |
| 32 | Kabahagi Center  | FUJI  | 1000 kgs, 13 person          | 3                     |

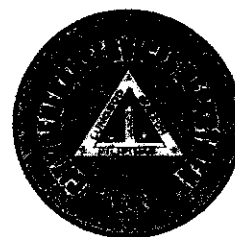
**Total Number of Elevator Units – Fifty-Seven (57) units**

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**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.**





**C. ESCALATOR UNIT (AMORANTO ARENA) – Two (2) units**

|   |                             |                |  |  |
|---|-----------------------------|----------------|--|--|
| 1 | FJF-35-1000 Escalator NO. 1 | Fuji Escalator |  |  |
| 2 | FJF-35-1000 Escalator NO. 2 | Fuji Escalator |  |  |

**V. PROJECT SCOPE OF WORK**

Provision of elevator maintenance technicians under its supervision, including cleaning, repair and replacement of all spare parts and elevator & escalator components, consumables and other requirements to undertake a full comprehensive maintenance.

**A. ELEVATOR**

1. Evaluate the general performance of the Equipment on the period covered since the last inspection visit.
2. Examine, adjust and lubricate all the appropriate parts of all motors, controllers, brakes, door operators, rail guides, elevator cars, sheeaves and inspect the wear and tear condition of the Equipment.
3. Clean, adjust necessary machinery, motors, ropes, pulleys, fixing, controllers, gates, car doors, landing door locks, rollers, guides, wirings and safety devices.
4. Identify and report to the CLIENT all sources of unusual noise from inside the elevators and machine room.
5. Check all machines and components for abnormal temperature rise, oil leaks and vibration.
6. Provide recommendations for the total enhancement and improvement of the CLIENT's Equipment.
7. Examine the condition of the hoisting and governor ropes and to equalize tension of all hoisting ropes.
8. Check digital position indicators and direction lamps, bulbs, buzzers and car lights.
9. Check all load wires, terminations and the operations of contactors, relays, contacts, push buttons and all safety switches.
10. Clean machine room, hoist way, car top, guide rails and pit equipment.
11. Examine and test periodically all safety devices and speed governors.
12. Check for any differences in leveling accuracy, brake slippage, starting acceleration, running, deceleration, stopping and riding comfort.
13. Monthly check of the condition of the safety gear.
14. Conduct load testing once a year
15. Check and initialize the maintenance records of the elevator unit(s)".
16. Submit summary report on the conducted preventive maintenance activity.

**B. ESCALATOR**

1. Evaluate the general performance of the Equipment on the period covered since the last inspection visit.
2. Systematically examine, adjust, lubricate as request and if conditions warrant, repair or replace the equipment;
- 2.1 Machine, Worm, Gear, Thrust Bearings, Drive Chain, Thrust Bearing, Main Bearings, Brake Pulley, Brake Coil, Brake Linings and Components Parts.

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Kagawaran ng Lingkurang Panlahat  
**GENERAL SERVICES DEPARTMENT**

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2.2 Motor, Rotating Elements and Bearings

2.3 Controller, All Relays, Contacts, Coils, Resistance for Operating and Motor Circuits, Operating Transformers, Operating Rectifiers, Skirt Switches, Upper and Lower Landing switches, Limit Switches, Handrail Protection Switches and all other control equipment.

2.4 Handrail Drive Chains, Handrail Brush Guards, Handrail Guide Rollers, Alignment Devices Steps, Steps wheels, Step Chains Step Axle Bushings, Comb Plates, Floor Plates and Tracks.

2.5 Upper Drive, Upper Drive Bearings, Tension Sprocket Bearings, Upper Newel Bearings, Lower Newel Bearings.

3. Examine, adjust and lubricate all the appropriate parts of all motors, controllers, brakes, door operators, rail guides, chain and sprockets, drive rollers and inspect the wear and tear condition of the Equipment.

4. Identify and report to the CLIENT all sources of unusual noise from inside the escalators.

5. Check all the machines and components for abnormal temperature rise, oil leaks and vibration.

6. Provide recommendations for the total enhancement and improvement of the CLIENT's Equipment.

7. To check the comb, demarcation cleats, handrails, step band, balustrade glass, skirting panels and floor plates for any damage.

8. Check for any difference in leveling accuracy, brake slippage, starting acceleration, running, deceleration, stopping and riding comfort.

9. Monthly check of the condition of the safety gear.

10. Check and initialize the maintenance records of the escalator unit(s)".

**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 five (5) 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.

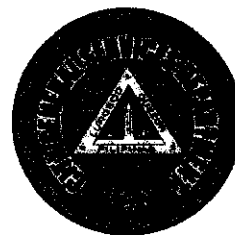
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8. Maintain a reasonable stock of spare parts and supplies to service the EQUIPMENT, including parts that are no longer commercially available and have to be specifically manufactured for the EQUIPMENT.
9. Prepare to carry out work at the QCG's expense 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.
10. Required to perform on public and special holidays including Sundays at no extra cost to the QCG.
11. Install original brand of parts/equipment and provide a certificate of genuineness.
12. 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.
13. Provide motorcycle to be used for the operations (1 unit).
14. An equipment Evaluation Report shall be submitted for all unit conditions upon submission of bids.
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.

## PARTS COVERAGE OF A COMPREHENSIVE ELEVATOR PREVENTIVE MAINTENANCE CONTRACT

| PARTS INCLUDED IN COMPREHENSIVE | PARTS NOT INCLUDED IN COMPREHENSIVE |
|---------------------------------|-------------------------------------|
| <b>CONTROL PANEL</b>            |                                     |
| Power Transistor                | Automatic Voltage Regulator         |
| Cooling Fan                     |                                     |
| Magnetic Contactor              |                                     |

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|  |  |
|--|--|
| 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                        |  |
| <b>PARTS INCLUDED IN COMPREHENSIVE</b> | <b>PARTS NOT INCLUDED IN COMPREHENSIVE</b> |
| <b>MACHINE</b>                         |  |
| Machine Cushion                        | Gear/Gearless Machine                      |
| Brake Lining                           | Brake Assembly                             |
| Brake Check Switch                     | Secondary Pulley                           |
| <b>PARTS INCLUDED IN COMPREHENSIVE</b> | <b>PARTS NOT INCLUDED IN COMPREHENSIVE</b> |
|  | ARD ( Automatic Rescue Device )            |
| <b>PARTS INCLUDED IN COMPREHENSIVE</b> | <b>PARTS NOT INCLUDED IN 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 I/O                               |  |
| 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                     |  |

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|  |  |
|--|--|
| 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                             |  |

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|  |  |
|--|--|
| Spring for Ropes                       |  |
| Safety Wedge (If any)                  |  |
| <b>PARTS INCLUDED IN COMPREHENSIVE</b> | <b>PARTS NOT INCLUDED IN COMPREHENSIVE</b> |
| <b>LIMIT SW</b>                        |  |
| Limit Switch Assy                      |  |
| FLS, DLS, 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                                      |

**PARTS COVERAGE OF A COMPREHENSIVE ESCALATOR PREVENTIVE MAINTENANCE SERVICE (PMS) FOR NINE (9) MONTHS**

| <b>PARTS INCLUDED IN COMPREHENSIVE</b> | <b>PARTS NOT INCLUDED IN COMPREHENSIVE</b>       |
|--|--|
| Aluminum Newel Guide                   | Balustrade                                       |
| Axle Roller, Polyurethane              | Boards   |
| Brake Power Supply                     | Brake Electro Magnet                             |
| Cleats Lock                            | Friction Wheel                                   |
| Comb Plate Switch                      | Glass Panel, Tempered, Standard (per panel)      |
| Combfinger (Metal)                     | Glass Panel, Tempered, Variable (per panel)      |
| Combfinger (Plastic)                   | Induction motor whole set (motor+reducer+brake)  |
| Contactor                              | Main Board                                       |
| Demarcation Line and Tail              | Motor Chain                                      |
| Demarcation/Cleats (Plastic)           | Newel Aluminum Curve                             |
| Guide Roller                           | Pressure Roller Assembly                         |
| Handrail Belt                          | Programmable Logi Controller (PLC)               |
| Handrail Guide Roller                  | Rubber Handrail                                  |
| Handrail Plastic Guide                 | Secondary Chain                                  |
| Limit Switch                           | Shaft for Chain Assembly                         |
| Newel Guide Roller, 17 Nods            | Step Assembly with Rollers and Demarcations      |
| Newel Roller, 17 Nods                  | Step Chain Assembly with Spotting and ADMIN.F.54 |







|                           |                 |
|---------------------------|-----------------|
|                           | Rollers         |
| Operation Key Switch      | Log roller assy |
| Pressure Guide Roller     |                 |
| Pressure Roller           |                 |
| Relay                     |                 |
| Rubber Entry Switch       |                 |
| Safety Switches           |                 |
| Step Guide Roller         |                 |
| Step Roller, Polyurethane |                 |
| Step Comb (plastic)       |                 |
| Step Comb (metal)         |                 |
| Stop Button Switch        |                 |

## IX. PROJECT STANDARDS & REQUIREMENT

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

- ❖ Track record
  - The Service Provider should have **at least two (2) 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 **six (6) 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 and a 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 Three Hundred Sixteen Thousand Eight Hundred Fifty One Pesos and 55/100 only (Php.11,316,851.55)** for **57** units of elevator and **2** units Escalator, 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 nine (9) months duration effective April 1, 2025 to December 31, 2025. 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 nine (9) months duration from the issuance of the Notice to Proceed.

Prepared by:

  
**JERRICK D. GAYETA**  
Acting Chief, BGMD

Noted by:

FOR and BY THE AUTHORITY OF

**FE B. BASS**

Officer – in – Charge  
City General Services Department

  
**JOEL G. ESCUETA**

City Government Asst. Dept. Head III for Operations

QCG.CGSD.ADMIN.F.54



10  
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**COST DERIVATION FOR THE COMPREHENSIVE PREVENTIVE MAINTENANCE OF ALL ELEVATOR &  
ESCALATOR UNITS WITHIN QUEZON CITY HALL AND OUTSIDE  
FROM APRIL 1, 2025 TO DECEMBER 31, 2025**

| Stock No.   | ITEM DESCRIPTION / SPECIFICATION   | UNIT  | QTY | UNIT COST        | TOTAL COST          |
|---|--|-------|-----|------------------|---------------------|
| <b>A. WITHIN QUEZON CITY HALL COMPOUND ( 25 UNITS )</b> |  |       |     |                  |                     |
| 1   | High Rise Building Elev. Car A – One (1) unit, East Wing                     | month | 9   | 26,468.75        | 238,218.75          |
| 2   | High Rise Building Elev. Car B – One (1) unit, East Wing                     | month | 9   | 26,468.75        | 238,218.75          |
| 3   | High Rise Building Elev. Car C – One (1) unit, East Wing                     | month | 9   | 26,468.75        | 238,218.75          |
| 4   | High Rise Building Elev. Car D – One (1) unit, West Wing                     | month | 9   | 28,600.00        | 257,400.00          |
| 5   | High Rise Building Elev. Car E – One (1) unit, West Wing                     | month | 9   | 28,600.00        | 257,400.00          |
| 6   | Civic Center Bldg. A – One (1) unit  | month | 9   | 24,278.10        | 218,502.90          |
| 7   | Civic Center Bldg. B – One (1) unit  | month | 9   | 24,278.10        | 218,502.90          |
| 8   | Civic Center Bldg. C – One (1) unit  | month | 9   | 12,139.05        | 109,251.45          |
| 9   | Civic Center Building D– Elevator No. 1                                      | month | 9   | 24,278.10        | 218,502.90          |
| 10  | Civic Center Building D– Elevator No. 2                                      | month | 9   | 24,278.10        | 218,502.90          |
| 11  | Civic Center Building D– Elevator No. 3                                      | month | 9   | 12,139.05        | 109,251.45          |
| 12  | Civic Center E   | month | 9   | 24,278.10        | 218,502.90          |
| 13  | Civic Center F Elevator No. 1  | month | 9   | 24,278.10        | 218,502.90          |
| 14  | Civic Center F Elevator No. 2  | month | 9   | 24,278.10        | 218,502.90          |
| 15  | Annex (Treasury) Building - One (1) unit                                     | month | 9   | 24,278.10        | 218,502.90          |
| 16  | QC Hall Underpass (City Hall Side) – One (1) unit                            | month | 9   | 8,092.70         | 72,834.30           |
| 17  | QC Hall Underpass (QMC Side) – One (1) unit                                  | month | 9   | 8,092.70         | 72,834.30           |
| 18  | NGO Building – One (1) unit  | month | 9   | 12,139.05        | 109,251.45          |
| 19  | DPOS Building – One (1) unit   | month | 9   | 12,139.05        | 109,251.45          |
| 20  | DRRMO Building – One (1) unit  | month | 9   | 12,885.40        | 115,968.60          |
| 21  | Quezon City Public Library – One (1) unit                                    | month | 9   | 12,139.05        | 109,251.45          |
| 22  | Parking Building – One (1) unit  | month | 9   | 24,278.10        | 218,502.90          |
| 23  | Community Center Elevator ( one unit )                                       | month | 9   | 10,772.65        | 97,133.85           |
| 24  | Health Building Elevator No. 1   | month | 9   | 24,278.10        | 218,502.90          |
| 25  | Health Building Elevator No. 2   | month | 9   | 24,278.10        | 218,502.90          |
|   |  |       |     | <b>SUB-TOTAL</b> | <b>4,538,016.45</b> |
| <b>B. OUTSIDE QUEZON CITY HALL COMPOUND (32 UNITS)</b>  |  |       |     |                  |                     |
| 1   | Archival Elevator One (1) unit   | month | 9   | 24,278.10        | 218,502.90          |
| 2   | Warehouse Elevator No. 1   | month | 9   | 12,139.05        | 109,251.45          |
| 3   | Warehouse Elevator No. 2   | month | 9   | 17,875.00        | 160,875.00          |
| 4   | Warehouse Elevator No. 3   | month | 9   | 38,732.10        | 348,588.90          |
| 5   | Comelec Elevator No. 1   | month | 9   | 24,278.10        | 218,502.90          |
| 6   | Comelec Elevator No. 2   | month | 9   | 24,278.10        | 218,502.90          |
| 7   | District III Action Office Bgy, Marikag Elevator ( one unit )                | month | 9   | 17,820.00        | 160,380.00          |
| 8   | Rosario Maclang Bautista General Hospital ( Hospital Bed Elevator ) HBE -1   | month | 9   | 24,278.10        | 218,502.90          |
| 9   | Rosario Maclang Bautista General Hospital. ( Hospital Bed Elevator ), HBE -2 | month | 9   | 24,278.10        | 218,502.90          |
| 10  | Novaliches District Hospital, ( Hospital Bed Elevator ), Elevator No. 1      | month | 9   | 12,139.05        | 109,251.45          |
| 11  | Novaliches District Hospital, (Hospital Bed) Elevator ), Elevator No. 2,     | month | 9   | 12,885.40        | 115,968.60          |
| 12  | Quezon City General Hospital ( MRL Passenger Lift ) Unit 1                   | month | 9   | 12,139.05        | 109,251.45          |
| 13  | Quezon City General Hospital, ( Hospital Bed ), PE-1                         | month | 9   | 24,278.10        | 218,502.90          |
| 14  | Quezon City General Hospital, ( Hospital Bed ), PE-2                         | month | 9   | 24,278.10        | 218,502.90          |
| 15  | Quezon City General Hospital, ( Hospital Bed ), PE-3                         | month | 9   | 24,278.10        | 218,502.90          |
| 16  | Quezon City General Hospital, ( Hospital Bed ), PE-4                         | month | 9   | 24,278.10        | 218,502.90          |
| 17  | Quezon City University (QCU), Auditorium, Passenger Elevator PE-1            | month | 9   | 24,278.10        | 218,502.90          |
| 18  | Quezon City University (QCU), Auditorium, Passenger Elevator PE-2            | month | 9   | 24,278.10        | 218,502.90          |
| 19  | Quezon City University (QCU), Admin Building, Passenger Elevator PE-1        | month | 9   | 24,278.10        | 218,502.90          |
| 20  | Quezon City University (QCU), Academic Building, Passenger Elevator PE-1     | month | 9   | 24,278.10        | 218,502.90          |
| 21  | Quezon City University (QCU), Academic Building, Passenger Elevator PE-2     | month | 9   | 24,278.10        | 218,502.90          |

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|    |   |          |   |                   |                      |
|----|---|----------|---|-------------------|----------------------|
| 22 | Regional Disaster Center (DRRMO) Dahlika, Elevator 1 unit | month    | 9 | 24,278.10         | 218,502.90           |
| 23 | QCX Elevator  | month    | 9 | 8,092.70          | 72,834.30            |
| 24 | Barangay Bagong Silangan Quezon City ( Freight Elev TO1)  | month    | 9 | 32,500.00         | 292,500.00           |
| 25 | Amoranto Arena (Passenger Elevator No. 1 )                | month    | 9 | 32,500.00         | 292,500.00           |
| 26 | Amoranto Arena (Passenger Elevator No. 2 )                | month    | 9 | 24,857.00         | 223,713.00           |
| 27 | Amoranto Arena (Passenger Elevator No. 3 )                | month    | 9 | 15,000.00         | 135,000.00           |
| 28 | Amoranto Arena (Passenger Elevator No. 4 )                | month    | 9 | 24,857.00         | 223,713.00           |
| 29 | Amoranto Arena (Passenger Elevator No. 5 )                | month    | 9 | 24,857.00         | 223,713.00           |
| 30 | Amoranto Arena (Passenger Elevator No. 6)                 | month    | 9 | 15,000.00         | 135,000.00           |
| 31 | Amoranto Arena (Passenger Elevator No. 7 )                | month    | 9 | 15,000.00         | 135,000.00           |
| 32 | Kabahagi Center   | month    | 9 | 12,139.05         | 109,251.45           |
|    |   |          |   | SUB-TOTAL         | 6,234,335.10         |
|    | <b>C. ESCALATOR UNIT ( AMORANTO ARENA )</b>               |          |   |                   |                      |
| 1  | FJF-35-1000 ESCALATOR ( UNIT NO. 1 )                      | month    | 9 | 30,250.00         | 272,250.00           |
| 2  | FJF-35-1000 ESCALATOR ( UNIT NO. 2 )                      | month    | 9 | 30,250.00         | 272,250.00           |
|    |   |          |   | SUB-TOTAL         | 544,500.00           |
|    |   | <b>A</b> |   | SUB-TOTAL         | 4,538,016.45         |
|    |   | <b>B</b> |   | SUB-TOTAL         | 6,234,335.10         |
|    |   | <b>C</b> |   | SUB-TOTAL         | 544,500.00           |
|    |   |          |   | <b>TOTAL COST</b> | <b>11,316,851.55</b> |

PREPARED BY:

  
**JERRICK D. GAYETA**  
Acting Chief, BGMD

Noted by:

FOR and BY THE AUTHORITY OF

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