



*Republic of the Philippines*  
*Department of Justice*  
**OFFICE OF THE CITY PROSECUTOR**  
 DEPARTMENT OF JUSTICE BUILDING  
*Quezon City, Metro Manila*



**TERMS OF REFERENCE**  
**FOR THE COMPREHENSIVE PREVENTIVE MAINTENANCE OF 2 ELEVATOR UNITS**

**I. RATIONALE**

It is the general policy of this Office 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. Equipment – Refers to Elevator
3. OCP – Office of the City Prosecutor
4. DOJ- Department of Justice

**III. PROJECT OBJECTIVES**

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

**IV. AREA COVERAGE**

Elevator inside Department of Justice Building

**V. PROJECT SCOPE OF WORK**

Comprehensive Maintenance of Elevators Department of Justice (Office of the City Prosecutor)  
 Conduct a general inspection of equipment and examine the wear and tear condition of all machines and components, abnormal temperature rise, oil leaks, vibrations, noises, and others.

- To regularly and thoroughly examine the elevator units every month and when necessary, lubricate and adjust all machinery, motors, control parts, and accessory equipment including the switches and electrical wiring. This work will be performed at the time to be mutually agreed upon by the parties therein.
- Contractor shall provide all required lubricant grease and cleaning materials needed in performing Preventive Maintenance.
- To send at clients premises upon request as soon as possible 24/7 one or more competent technicians of the contractor to attend to any breakdown or faulty operations of the equipment
- To carry out at annual intervals or whenever reasonably required, a survey of the equipment by a qualified contractor representative advising on any repair, alteration, or change beyond this agreements scope.
- All complaints regarding the operation of the elevator units shall be attended to right away and accordingly by the contractor assigned technician to perform service and maintenance.
- Adjustments of all machinery, controller, mechanical parts, wirings, and safety devices if needed.
- Check difference, break slippage, acceleration, deceleration, and riding comfort, also check indicator lamps and buzzer.

- Check all load wires, termination, and operation of relays, contacts, push buttons, terminal blocks and all braces.
- Conduct quarterly amperage and voltage readings on motors and transformer, retightening of all termination points, screws, and lugs
- Provide refilling of oiler whenever necessary, topping includes automatic chain rollers.
- Conduct recommendations and advise to all worn-out parts to be replaced, cost of the replacements will be charged separately.
- Provide furnish reports, documents, and all necessary data in performing preventive maintenance.
- Contractor to attend within 24 hours' period upon notice to minor adjustments without extra charge besides the regular examination in case of breakdown, disorderly operation, or malfunction of the equipment.
- Elevator technicians must possess technical certificates such as safety training, technical training.
- Evaluate the general performance of the Equipment on the period covered since the last inspection visit.
- Examine, adjust and lubricate all the appropriate parts of all motors, controllers, brakes, door operators, rail guides, elevator cars, sheaves and inspect the wear and tear condition of the Equipment.
- Clean, adjust necessary machine motors, ropes pulleys, fixing, controllers, gates car doors landing door locks, rollers, guides, wiring and safety devices.
- Identify and report to the CLIENT all sources of unusual noise from inside the elevators and machine room
- Check all machines and components for abnormal temperature rise, oil leaks and vibration.
- Provide recommendations for the total enhancement and improvement to the CLIENT'S Equipment.
- Examine the condition of the hoisting and governor ropes and to equalize tension of all hoisting ropes.
- Check digital position indicators and direction lamps, bulbs, buzzers and car lights.
- Check all load wires, terminations and the operations of contactors relays, contacts, push buttons and all safety switches.
- Clean machine room, hoist way, car top, guide rails and pit equipment.
- Examine and test periodically all safety devices and speed governors.
- Check for any differences in leveling accuracy, brake slippage, starting acceleration, running, deceleration, stopping and riding comfort.
- Monthly check of the condition of the safety gear.
- Check and initialize the maintenance records of the elevator unit(s)".
- Submit summary report on the conducted preventive maintenance activity.

## **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 send at clients premises upon request as soon as possible 24/7 one or more competent technicians of the contractor. This includes repair, calibration & maintenance works or as need arises. The technician shall submit a monthly service report to the General Services Division (GSD).
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, advise in any changes required by governmental authorities, codes and/or regulations.
5. Maintain the performance characteristic of the EQUIPMENT as originally designed and installed or as amended by mutual written agreement between the OCP 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. Sure, I've corrected the typos for clarity and readability below:
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 OCP'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 parts/equipment.
12. Inspect the condition/status of all units.
13. Submit a monthly accomplishment report with photos of all repair, troubleshooting, and preventive maintenance activities logged 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 the service provider.

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

The OCP 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
Push button (hall and coop buttons)	Traction Machine (motor/rear/brake motor)
Cop indicator	Wire Ropes (320 meters)
Cop board	Control Inverter
Lop indicator	Control Main Board PCB
Car top board	Control Inverter Main PCB
Cross flow fan	Certificate to operate (with test weight)
Landing door switch contacts	
Landing door bridge contact	
Control contractors and relays	
Control breakers and fuses	
Limit switches	
Leveling sensor	
Door sensor	
Weighing devices/Load sensor	
Governor switch	
Governor tension switch	
Buffer switch	
Cabin lights	
Brake switch	
Brake pad	

**IX. PROJECT STANDARD AND REQUIREMENT**

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

1. Track Record  
The Service Provider should have at least two (2) years of actual experience in preventive maintenance, repair, or installation of elevators.
2. 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.
3. Manpower  
The Service Provider shall provide at least two (2) technical personnel wearing proper personal protective equipment in conducting the preventive maintenance of the enrolled units.
4. Pre-inspection  
Must be acknowledged by the concerned building administrator/directors, confirming that the bidder had conducted an actual pre-inspection of the project.

**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 o 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 on approved budget ceiling of Seven Hundred Sixty Three Thousand Pesos only (Php. 763,000.00) for (2) two 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 contact is until 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 PAYMENTS**

Monthly payment based on accomplishment report.

#### **XIV. PENALTIES FOR BREACH OF CONTRACT**

Failure to deliver the services according to the standard requirements set by the City shall constitute an offense and shall subject contractor to penalties and/or liquidated damages pursuant to RA 9184 and its revise implementing Rules and Regulations.

#### **XV. CANCELATION 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 o contract pursuant to RA 9184 and its IRR.

Prepared by:



**MACARIO LUIS S. BAHIA**  
Supervising Administrative Officer

Noted by:



**VIMAR M. BARCELLANO**  
City Prosecutor