

TERMS OF REFERENCE

PROCUREMENT OF THE MONTHLY PREVENTIVE MAINTENANCE AND SERVICE (PMS) FOR A PERIOD OF ONE (1) YEAR OF ONE (1) KONE ELEVATOR AT THE VESSEL TRAFFIC MANAGEMENT SYSTEM (VTMS) CONTROL CENTER BUILDING, MICT TONDO, MANILA

1. RATIONALE

In order to ensure safe navigation of all vessels in Manila Bay, PPA utilizes VTMS under the management of PMO-NCR North and has been operated by Vessel Traffic Services Division (VTSD) since 2005.

One of the equipment being maintained and operated by VTSD is one (1) KONE elevator which has been in operation since its installation. And to ensure its efficient and safe operational status and considering that PMO North NCR has no technical capabilities to capabilities to maintain it, the procurement of maintenance service provider is needed.

2. OBJECTIVE

PPA-PMO NCR North intends to engage the service provider with necessary capacity and expertise to provide a preventive maintenance service to one (1) unit of elevator installed at VTSD to ensure its continuous operation and safety of all employees and stakeholders utilizing the same.

3. SCOPE OF WORK AND SERVICES

- a. To undertake the standard maintenance activity and provide the necessary tools, equipment and expertise for the Monthly Preventive Maintenance of one (1) unit KONE Elevator located at the VTMS Control Center located at West Gate MICT Access Road, North Harbor, Tondo Manila for a period of one (1) year or twelve (12) months.
- b. Check for effectiveness of all safety switches of the following:
 - Overshoot limit switches (Top and Bottom)
 - Leveling inductor switch
 - Car door safety switch
 - Hall door safety switch
 - Safety gear switch
 - Speed governor switch
 - Governor weight switch
 - Buffer switch
 - Break switch
- c. Lubricate mechanical equipment and removing oil residue of the following:

alteration or change beyond the scope of this project during the monthly preventive maintenance services.

4. ELIGIBILITY OF THE SERVICE PROVIDER

It is essential that the Service Provider maintains availability of local parts and services facility. The Service Provider must have sufficient inventory of spare parts available for urgent needs and services within 24 hours at all times. Further, the Service Provider shall have trained service representatives and supervisors to furnish all preventive maintenance, installations, tests and start-ups for final approval and acceptance on all components as required.

5. WARRANTY AND AFTER-SALES SERVICE REQUIREMENTS

Any installed part by the Service Provider under this contract shall be guaranteed for a period of 12 months from the date of installation against workmanship under the terms of the standard warranty of the Preventive Maintenance and shall cover full labor and manpower pool of experts.

6. APPROVED BUDGET FOR THE CONTRACT

The approved budget of the contract shall be the amount of **SIXTY-FIVE THOUSAND PESOS (Php 65,000.00).**

7. DURATION AND SCHEDULE OF SERVICES

The Preventive Maintenance duration is one (1) year or twelve (12) months and must be undertaken for the specified monthly schedules which is every 15th day of each month starting from the effectivity date specified in the Notice to Proceed.

8. TERMS OF PAYMENT

The Preventive Maintenance service fee shall be paid monthly upon submission of the following documents from the Service Provider subject to all applicable government taxes:

- Letter Request for Payment or Billing Statement;
- Monthly Service Reports on the Preventive Maintenance of the KONE Elevator complete with findings, recommendations, parts, equipment that need to be repaired or replaced duly signed by the VTSD Manager and/or the duly authorized representative; and
- Reports of Accomplishment after every service provided.

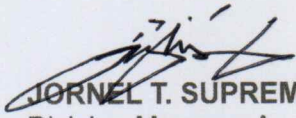
and foreseeable result of such act, default or omission caused by the Service Provider, its servants or agents and for which it is solely responsible.

- k. The Service Provider shall at all times be directly responsible for the acts or conduct of the personnel under its employ, for their salaries, wages or compensation or for other benefits provided for under existing and applicable labor laws.
- l. The Service Provider shall provide all the required materials needed in the implementation of the regular preventive maintenance such as oil, grease, lubricants, and cleaning materials.

10. RESERVATION CLAUSE

The employees of the Service Provider are not employees of the PPA, and thus, the latter shall not in any way be responsible for any liability resulting or arising from the conduct of activities of the former, in whatever kind or nature.

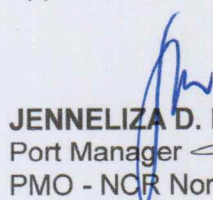
Prepared by:


JORNEL T. SUPREMO
Division Manager A
Vessel Traffic Services Division

Noted by:


MARIDEL A. TALANIA
Acting Chief, Corporate Finance Services

Approved:


JENNELIZA D. REBONG
Port Manager
PMO - NCR North