

## **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:

- Main guide rail
- Counter weight rail
- Car door track hanger case
- Hall door track hanger case
- Cleaning of the following equipment
- Car wall panel
- Car ceiling
- Car door panel
- Hall door panel
- Machine room
- Door sill, Testing, recording and logging of all fault codes if any (obtained at the controller address code)
- Contact cleaning and retightening of lugs of all electrical control boxes
- Main CPU
- Main control cabinet
- Main panel board
- Car top
- Pit box
- Car Operating Panel (COP)
- Hall Operating Panel (HOP)

d. Cleaning of Traction motor equipment:

- Break lining pad
- Break detection relay
- Traction degreasing
- Torque test of all bolt and nuts
- Main pulley sheave
- Cleaning of shaft hoist way equipment
- Shaft lights
- Shaft walls
- Guide rail brackets/separator beam
- Wire gutters and cables
- Shaft pit and overhead devices

e. Provision of the following materials as needed in the implementation of the regular maintenance protocol:

- Oil
- Grease
- Lubricants
- Cleaning materials

f. Observation on the operation of the elevator with VTSD personnel every after monthly preventive maintenance service.

g. Conduct survey of the KONE elevator by a qualified service technician and submit a written report to PPA PMO NCR North on any item/s (if any) that requires repair,

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 15<sup>th</sup> 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.

## **9. OBLIGATIONS OF THE SERVICE PROVIDER**

- a. The Service Provider represents and warrants that it has the capacity to perform its obligations and undertakings according to the terms and conditions of this project, and hereby agrees and warrants that it shall faithfully observe and comply therewith.
- b. The Service Provider shall assign trained and skilled personnel in its employ who are qualified to perform preventive maintenance of the KONE Elevator. The PPA PMO NCR North has the right to request for replacement of the Service Provider's personnel who are in breach of this agreement for reasons beneficial to the government.
- c. All the components and spare parts to be supplied by the Service Provider have to be approved by the PPA PMO NCR North prior to use / installation.
- d. The Service Provider shall maintain or improve the performance characteristics of the Elevator as originally designed and installed.
- e. The Service Provider shall give priority in its service, repair and manufacturing facilities to restore the Elevator to normal service.
- f. All work and services provided for in this project are to be performed during normal working hours on regular working days (Monday to Friday). The PPA PMO NCR North may request the Service Provider, for work outside such times at no extra cost if it affects the operation at the VTMS Control Center. All works and services are not required to be carried out on public holidays except when the PPA PMO NCR North deemed it necessary in its operation, or in cases of emergencies.
- g. In case of Elevator breakdown during the conduct of preventive maintenance, it will be the Service Provider's responsibility to restore the Elevator to normal operation at the expense of the Service Provider. The Elevator must be restored to normal operation a maximum of three (3) working days after breakdown unless parts replacement is needed.
- h. The Service Provider shall respond as soon as possible to ensure the continuous and satisfactory operation of the elevator within the day upon receipt of phone, email or written notice from the VTSD personnel.
- i. In the event that the Service Provider fails to perform its obligations within the agreed period, the PPA PMO NCR North shall without prejudice to its other remedies under the project and other applicable laws, deduct from the Purchase Order amount, as liquidated damages, a sum equivalent to one tenth (1/10) of one percent (1%) of the cost of unperformed portion thereof, for every day of delay until the same is finally performed/completed and accepted by the Authority. It is understood that the damages herein provided are fixed and that the PPA PMO NCR North shall not be required to adduce proof thereof.
- j. The Service Provider's liability for any loss, damage or delay arising from any act, default or omission, negligence or otherwise, in or about the performance and completion of this project shall be restricted to liability for physical damage or injury to any person and damage to property, which in any such case is the natural, immediate

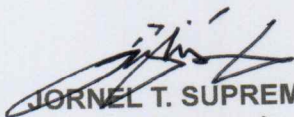
and foreseeable result of such act, default or omission caused by the Service Provider, its servants or agents and for which it is solely responsible.

- 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.

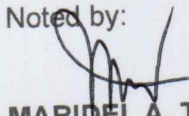
#### 10. RESERVATION CLAUSE

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.

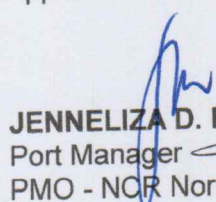
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