



Project: Provision of labor for one year-monthly preventive maintenance of three (3) units passenger elevator at Research Hub Building, CEA-ICT Building, and SSB Building

TERMS OF REFERENCE

Total Budget Cost : ₱336,000.00 (P 28,000/Month)
Contract Duration: 12 Months (July 15, 2022 up to July 14, 2023)

I. AREAS OF SERVICES

- 1) Passenger Elevator (SUZHOU ASIA FUJI, 5 Stops) of Research Hub Building
- 2) Passenger Elevator (SAKURA, 3 Stops) of CEA-ICT Building
- 3) Passenger Elevator (EASTERN, 5 Stops) of SSB Building

II. SCOPE OF WORK

The Service Provider shall render and perform maintenance and repair services for three (3) passenger elevators as indicated which shall consist of the following minimum activities as follows:

- a) Conduct a regular preventive maintenance routing every month.
- b) Check and test all safety circuit devices such as governor switch, limit switch, position switch and maintenance switch.
- c) Check condition of hoisting cables, travelling cable, and shackle rod.
- d) Check and adjust if necessary hatchway doors for proper alignment.
- e) Test condition of door motor and car cage door during opening and closing. Make adjustment if necessary.
- f) Check overload device if functioning according to its rated load capacity.
- g) Conduct slow speed test run to inspect hatchway for foreign objects that can hinder its up and down operation.
- h) Apply lubrication for all moving mechanical parts as door arms, door rails, bearings, railings and tracks, etc.
- i) Always inspect tightening of bolts and nuts and all electrical terminals.
- j) Clean machine room, control panel, elevator car top and elevator pit.
- k) Traction machine inspection (gear oil, brake plunger, brake drum gear).
- l) Inspect and test elevator levelling at all floors.
- m) Check all call stations in every floor.
- n) Test elevator and ready for use.
- o) Recommend and prepares a spare parts list that required to be replaced.
- p) Other repairs or maintenance, and assistance that may be assigned by the University thru the Office of Planning Development and Auxiliary Services (PDAS).
- q) The service provider shall submit to the university a service report with supplemental pictures every month for each elevator.

III. Minimum Equipment and Supplies Requirement:

- 1) The service provider shall include all required lubricants, gear oils, and the likes for servicing of the elevators.
- 2) Spare parts for defective electrical and mechanical system devices that require replacement shall be facilitated by the service provider. The quotations of the materials shall be submitted for the approval prior to the procurement. Upon the approval of the University, the said spare part/s shall be procured by the service provider, subject for a separate billing after the completion and inspection of the said works (supply, installation, and testing) has been verified and approved.
- 3) Other tools and equipment required for the preventive maintenance shall be supplied by the service provider.

IV. Total Budgetary Requirement:

A. Annual Budget for 12 Months: Php 336,000.00