



Supreme Court

BIDS AND AWARDS COMMITTEE FOR HALLS OF JUSTICE

**INVITATION TO SUBMIT PROPOSALS FOR THE COMPREHENSIVE
MAINTENANCE SERVICE FOR ONE (1) UNIT ELEVATOR AT THE MUNTINLUPA
CITY HALL OF JUSTICE**

The **Supreme Court of the Philippines, through the Bids and Awards Committee for the Halls of Justice**, is inviting elevator service providers to submit sealed price quotations relative to the Comprehensive Maintenance Service for one (1) Unit Jardine Passenger Elevator (**Model 3300 AP 800 kg load capacity 1.0 mps/scc speed serving four (4) stops/openings inline**) at the Muntinlupa City Hall of Justice for a period of five (5) years. The Terms of Reference is hereto attached as Annex "A"

The sealed price quotation to be submitted should contain the following details enumerated below, to wit:

- a. Company
- b. Proposed Monthly Service Fee (Inclusive of VAT)
- c. Escalation Rate (if any)

The following documents should be included as submittals together with the written proposals –

- i. Updated Mayors Permit
- ii. PhilGEPS Business Registration
- iii. BIR Registration
- iv. SEC/DTI Registration

The sealed price quotation should be submitted with the office of the Property Division, Office of the Administrative Services, Supreme Court of the Philippines, Padre Faura, Ermita, Manila.

For further information, please refer to:

The Secretariat

Bids and Awards Committee for the Halls of Justice
c/o Office of the Deputy Court Administrator Raul Bautista Villanueva
3rd Floor Supreme Court Old Building, Taft Avenue, Manila
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RAUL BAUTISTA VILLANUEVA

Deputy Court Administrator and Chairperson
Bids and Awards Committee for Halls of Justice

TERMS OF REFERENCE

COMPREHENSIVE MAINTENANCE SERVICE OF ELEVATOR UNITS AT THE MUNTINLUPA CITY HALL NOF JUSTICE

1.0 BACKGROUND

The Muntinlupa City Hall of Justice was constructed on year 2011 under the Justice System Infrasture Program (JUSIP). It houses seven (7) Regional Trial Court (RTC) branches and six (6) Metropolitan Trial Courts (MeTC) branches. The HOJ building was provided with one (1) unit passenger elevator. Considering that the Court has no technical capabilities to maintain the said elevator, the procurement of expert maintenance service provider is necessary to ensure the continuous operation of the elevator.

2.0 OBJECTIVES

These Terms of Reference shall provide the requirements for the engagement of a Comprehensive Maintenance Service Provider of one (1) unit Jardine Schindler passenger elevator, Model 3300AP, 800 kg. load capacity, 1.0 mps/scc speed, serving four (4) stop/openings, at the Muntinlupa City Hall of Justice to ensure the continuous optimum operation thereof and the safety of the user.

3.0 TERMS OF CONTRACT

The Comprehensive Maintenance Service Contract shall be for a period of five (5) years.

4.0 SCOPE OF SERVICES

4.1 The Scope of services must include but not limited to the following work:

- a. Examine one (1) elevator unit once a month (during normal working hours between 8:00 a.m. to 5:00 p.m. Mondays – Saturdays except holidays) in accordance with good practice and any existing local or statutory regulations;
- b. Carry out all monthly maintenance/technical inspection, repair and replacement of spare parts which may be necessary to keep one (1) elevator unit in safe working order;
- c. Emergency minor adjustments and repair call back service shall be available in case of breakdown, disorderly operation or malfunctioning of the equipment. The **CONTRACTOR** shall promptly send competent technician(s) to the site for emergency action;

In case of emergencies outside normal working hours, the **CONTRACTOR** shall respond as soon as reasonably possible in all circumstances and shall take necessary action to release passenger (where appropriate) and/or such steps as the **CONTRACTOR** considers necessary to ensure the safety of the passenger(s) and the good working condition of the elevator unit;

- d. Check the group dispatching system and make necessary tests to ensure that all circuit and time setting are properly adjusted and perform the functions for which they are designed;
 - e. Renew all wire ropes and chains (where fitted) as often as necessary to maintain an adequate factor of safety to equalize the tension on all hoisting ropes, repair or replace conductor cables and hoist way and machine room elevator wiring;
 - f. Clean the machine rooms and secondary levels; internal ledges, sills, separating beams, hoist way pits, and the abovementioned parts of the equipment;
 - g. Report to the **CLIENT** all defective and worn-out parts to be replaced and immediately undertake the necessary repair and replacement works in order to maintain the normal working condition of the elevator units at no cost to the Client;
 - h. Inform and provide the **CLIENT** of a certified true copy of the laws relating to the use, maintenance, and operation of elevator units including those legislations which bear the amendments thereof subsequent to the date in which the elevator unit was ordered, if any;
 - i. The **CONTRACTOR** warrants and guarantees to supply the materials, components, parts and assemblies to service, maintain and repair one (1) elevator unit and replace the spare parts of the same. The **CONTRACTOR** will only supply such materials, components, parts and/or assemblies so far as these are available and necessary for the performance of their obligation hereunder. Any defective materials which may be replaced shall be removed from site for disposal by the **CONTRACTOR**;
- 4.2 The **CONTRACTOR** shall supply grease including those to be used for major repair, cotton waste, sand paper, oil that also covers gear and buffer oil, contact cleaner, cable tie for minor and major repair, rope anti-twist and clips, screws and bolts for minor and major repair, other lubricants and preservatives used in maintaining the driving machine and other parts of elevator **FREE OF CHARGE** as it is part of the comprehensive technical maintenance service contract set forth herein;
- 4.3 The **CONTRACTOR** shall maintain current engineering wiring diagrams during the term of this **CONTRACT**;

4.4 The CONTRACTOR shall provide a twenty-four (24) hour hotline service and shall train designated personnel of the CLIENT regarding the basic procedure of attending to emergency cases.

5.0 QUALIFICATIONS OF THE CONTRACTOR

5.1 PhilGEPS Registered;

5.2 At least eight (8) years of experience in the maintenance of elevator; and

5.3 Not blacklisted by the Government Procurement Policy Board (GPPB), or pertinent government agencies, or regulatory bodies.

6.0 SUBMISSION OF REPORTS

The Contractor shall submit Service Report for each inspection of elevator.

7.0 PAYMENTS

The following documents are required for the processing of payments for the monthly maintenance service billing:

1. Statement of Account;
2. Service Report;
3. Certification by the Maintenance or Clerk of Court (in the absence of Maintenance) that the elevator is operational on the period covered by the billing and that the Contractor conducted its preventive maintenance.