

TERMS OF REFERENCE (TOR)

PROCUREMENT OF THE MONTHLY PREVENTIVE MAINTENANCE AND SERVICE (PMS) OF THE ESCALATORS AND ELEVATORS AT THE MARINA CENTRAL OFFICE BUILDING

1. RATIONALE

The Maritime Industry Authority (MARINA), a government agency under Department of Transportation (DOTr) established pursuant to Presidential Decree (PD) no. 479 (1974) wishes to invite prospective bidders to conduct monthly Preventive Maintenance and Service (PMS) of the escalators and elevators installed at the MARINA Central Office building located at 20th St. Cor A. Bonifacio Drive, Port Area, Manila.

2. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract for this project procurement is **One Hundred Twenty Thousand Pesos (P120,000.00)** per month, a total of **Eight Hundred Forty Thousand Pesos (P840,000.00)** for the period of **seven (7) months from June to December 2021**, inclusive of all applicable national and local taxes.

3. OBJECTIVES

To ensure that all vertical conveyors installed in the MARINA Central Office are working and operating in good condition for the safety of all employees, officials and stakeholders occupying/utilizing the building.

4. SCOPE OF WORK

The prospective bidders/Contractor shall have to perform the following activities:

- a. The Contractor shall be required to conduct once a month inspection, preventive maintenance, incidental servicing, emergency service, and maintenance parts of the three (3) units elevators, two (2) units escalators and one (1) unit wheelchair lift as specified below:

	ELEVATOR 1	ELEVATOR 2	ELEVATOR 3 (SCENIC)	W.CHAIR LIFT	ESC 1 & ESC2
Type/model	TWJ1150-1.5 (MRL)	TKJ630-1.5 (with MR)	TWJ1000-1.5	SJDO.34-3.5	KYS235-800- 3500
Use	Passenger	Passenger	Passenger/Scenic	Passenger	Passenger
No. of Units	One (1)	One (1)	One (1)	One (1)	Two (2)
Capacity	1150 kgs	630 kgs (8 persons)	1000 kgs	340 kgs	7500 persons/hour
Speed	90 meters/minute	90 meters/minute	90 meters/minute	2-3 meters/minute	30 meters/minute
No. of stops/openings	Twelve (12) @ G,2- 12	Twelve (12) @ G,2-12	Twelve (12) @ G,2-12	Two (2) @ G,2	
Inclination Degree					
Rise	35° Rise 3500 mm				

- b. The Contractor shall systematically examine, clean, lubricate, adjust, apply rust protective paint and repair/replace parts of all the machines specified above. Replacement of parts (if any) may be chargeable subject to MARINA's approval;
- c. The Contractor shall supply and standby technician tools, gadgets and equipment necessary to carry its duties and responsibilities.
- d. The Contractor shall have available for timely delivery and installation, sufficient access to spare parts for the repair of elevators/escalators.
- e. The Contractor shall provide twenty-four (24) hour service without additional charge and respond immediately to MARINA's report of any escalator/elevator malfunction, inoperability or otherwise appear to constitute danger to users.
- f. The Contractor shall not make any changes or alterations to the existing mechanical equipment, circuits, circuit wiring, or sequencing, nor alter the original circuit or wiring design without prior consent of MARINA.
- g. The Contractor nor the MARINA will not allow any third party to do any repair work or replace any part or component of the subject equipment without written consent/approval of both parties.
- h. Not more than one elevator or escalator shall be put out of service at one time for regular maintenance lubrication and servicing during regular office hours, Monday to Friday from 8:00 a.m. to 5:00 p.m.
- i. Maintenance records shall include repair work performed, preventive Maintenance activity, spare parts utilized and any modifications to the equipment whether charged to MARINA or not, and/or emergency services.

5. CONTRACT TERM

- a. The term of the Service Agreement will be for the period of seven (7) months, from June to December 2021 effective upon receipt of the Notice to Proceed by winning bidder.
- b. MARINA shall have the sole option to cancel/terminate the contract at any time for violation of any of the terms and conditions thereof and/or, if in its judgment, the service it has rendered is substandard and/or unsatisfactory;
- c. The service provider/contractor shall maintain a satisfactory level of performance throughout the term of the contract based on a prescribed set of performance criteria, which shall include, among others: (i) quality of service delivered; (ii) time management; (iii) management and suitability of personnel; (iv) contract administration and management; and (v) provision of regular progress reports;

6. SERVICE SCHEDULE

All regular services will be conducted during regular working hours, Monday to Friday from 8:00 a.m. to 5:00 p.m. and Saturday when necessary, with no extra cost to MARINA.

7. MARINA REQUIREMENTS

Prospective bidders shall acquire the following requirements stated below:

- Minimum ten (10) years in the elevator and escalator maintenance and repair industry.
- Have sufficient supervision, qualified service technician personnel, equipment and materials to address all MARINA's issues/concerns effectively (documents have to be submitted to MARINA).
- Provide the required certification attesting to the operational integrity and safety of the machines as requisite to securing the necessary annual certificate to operate from the City Engineer's Office.
- Certificate of Inspection of the elevators/escalators shall be requested by the service provider.
- ISO-9001 certification

8. PAYMENT TERM

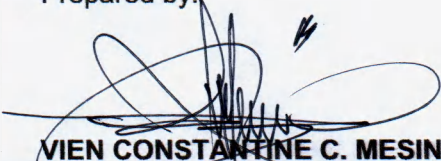
Monthly payment is within fifteen (15) days after end of each billing month complete with supporting documents.

9. DOCUMENTS TO BE SUBMITTED

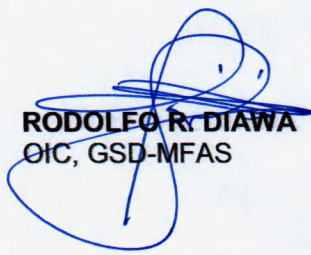
Prospective bidders shall have to submit the following documents:

1. Price Quotation
2. Valid PhilGEPS Registration
3. Updated Business/Mayor's Permit
4. Tax Clearance
5. ISO Certification

Prepared by:


VIEN CONSTANTINE C. MESINA
Sr. MDS/ Building Supervisor
GSD-MFAS

Noted By:


RODOLFO R. DIAWA
OIC, GSD-MFAS



Republic of the Philippines
Department of Transportation
MARITIME INDUSTRY AUTHORITY

PURCHASE REQUEST

Office: MFAS Division/Section: GSD		PR No. : 2021 - 04 - 115 SAI No.: APR 0 6 2021			
Item No.	Unit	Item Description	Qty	Unit Cost	Total Cost
1		Procurement of the Monthly Preventive Maintenance and Service (PMS) of the Escalators and Elevators at the MARINA Central Office Period Covered: June-December 2021 (7 months)			840,000.00
		xxxxxxx nothing follows xxxxxxxx			
					840,000.00
		Requisitioning Officer			
Signature:					
Printed Name:		RODOLFO R. DIAWA			
Designation		OIC, GSD-MFAS			
Purpose		To ensure all vertical conveyors installed in the MARINA Central Office are working and operating in good condition for the safety of all employees, officials, and stakeholders occupying/utilizing the building.			
		CERTIFICATION			
<input checked="" type="checkbox"/> FUNDS AVAILABLE <input type="checkbox"/> NO FUNDS AVAILABLE					
		RALPH A. NARVAEZ Chief, Budget Division			
		<input type="checkbox"/> Approved		<input type="checkbox"/> Disapproved	
Signature:					
Printed Name:		VADM ROBERT A EMPEDRAD AFP (Ret) <i>mm 4/2/21</i>			
Designation		Administrator			
<i>Note: Please indicate specific purpose other than "for official use of the Office." (e.g. monthly regular supplies, as per APP. special projects, etc.)</i>					