



TERMS OF REFERENCE

- PROJECT :** PROVISION OF COMPREHENSIVE PREVENTIVE MAINTENANCE AND REPAIR SERVICES OF THREE (3) ELEVATOR UNITS AT THE DOLE MAIN BUILDING
- LOCATION :** DEPARTMENT OF LABOR AND EMPLOYMENT, INTRAMUROS, MANILA
- DURATION :** ONE (1) YEAR STARTING FROM 02 NOVEMBER 2021 TO 01 NOVEMBER 2022

I. PURPOSE

The **Department of Labor and Employment (DOLE) Central Office (CO)** desires to engage the services of a CONTRACTOR to provide a COMPREHENSIVE PREVENTIVE MAINTENANCE AND REPAIR SERVICES OF THREE (3) ELEVATOR UNITS at the DOLE MAIN BUILDING for a period of one (1) year starting 03 November 2021 to 02 November 2022.

II. DESCRIPTION OF THE ELEVATORS

ONE (1) UNIT WELLS PASSENGER ELEVATOR

Location of Elevator	Muralla wing
Lift Model	TKJ1000/1.0
Number of Elevator	One (1)
Capacity	1000 kg/ 13 Persons
Speed	1 meter per second
Number of stops/opening	Six (6)
Service	Passenger

TWO (2) UNITS WELLS PASSENGER ELEVATOR

Location of Elevator	Muralla wing and General Luna wing
Lift Model	TKJ1000/1.0
Number of Elevator	Two (2)
Capacity	1000 kg/ 13 Persons
Speed	1 meter per second
Number of stops/opening	Seven (7)
Service	Passenger

III. GENERAL MAINTENANCE

A. Scope of Preventive Maintenance

1. The scope of the preventive maintenance program shall be comprehensive and shall include at a minimum:

- Adjustments
- Lubrication
- Repairs and replacements
- Insulation Resistance Test
- Load Bank Testing
- Cleaning
- Recordkeeping

The program shall include but not limited to, maintaining the elevator to run at rate speed, rated capacity, desired door open/ close timing of designated floor stops, required floor leveling parameters, and built-in air-condition.

2. Maintenance, repairs or replacements shall have performed only by the trained technicians of the Contractor.
3. Recordkeeping- a complete log must be kept that contains records of all maintenance, adjustments, repairs, replacements performed on the elevator. The log must include the following:

- Dates
- Names of participating personnel
- Description of tasks performed, including tests and inspections, reports trouble calls, corrective action, recommendations, or any other incidents related to the elevator.

Manufacturers data and drawings for the elevator equipment shall be accessible and maintained to reflect the current state of equipment. Important data such as manufacturer names, parts numbers, serial numbers, sizes and types shall be readily accessible. Any pertinent service bulletins shall be kept, checklists for the scheduled preventive maintenance tasks shall be developed and kept to ensure that the tasks are performed.

4. Safety

The following practices shall be observed, at a minimum during maintenance, inspection, or testing procedures:

- All safety devices must be in operational condition;
- Lockout/tag out procedures must be followed if maintenance procedures require that equipment not be operated;
- Ensure that personnel performing maintenance, inspection and testing task wear a clothing that is not loose fitting and that they are provided with proper protective equipment such as shoes, hard hats, eye protection and hand protection;
- Provide barriers and signage where applicable, especially at hoisting doors;
- Upon completion of work, remove any jumper wires that were used;
- Provide proper lighting;
- Determine the adequate refuge space exist above and below the car;
- Ensure the working area is clean and dry; and