



**TERMS OF REFERENCE**

Procurement of Supply, Delivery, Dismantling, Installation and Commissioning of Two (2) Brand New Sets of Passenger Elevator for NEA Building

**I. Background**

The National Electrification Administration (NEA) was created in July 1969 by virtue of Republic Act 6038 and is responsible for the electrification of rural areas in the Philippines and provides technical, institutional, legal and financial assistance to different electric cooperatives in the distribution of electricity throughout the country.

The NEA needs the Supply, Delivery, Dismantling, Installation and Commissioning of two (2) units brand new passenger elevators with brand new and appropriate material. The agency, through the 2018, Corporate Operating Budget approved by the NEA Board of Administrators, has allocated the sum of **Seven Million and Two Hundred Thousand Pesos (P 7,200,000.00)**.

**II. Project Duration**

The supply, delivery, dismantling, installation and commissioning of the two (2) brand new sets of passenger elevator shall be within one (1) year from receipt of the Notice to Proceed.

**III. Technical Specifications**

The passenger elevator shall have the following minimum specifications and features:

Location	NEA Building, 57 NIA Road, Diliman, Quezon City
Elevator Use/Model	Two (2) Units Passenger Lift
Capacity	1,150 kg
Speed	90meters/minute
Motor	Variable Voltage-Variable Frequency (VVVF)
Traction Machine	Gearless
Operation Mode	Duplex
Dimension	
Car Size (W x D x H)	1,600 mm x 1,600 mm x 2,250 mm
Hoistway (W x D)	2,520 mm x 1,970 mm (per lift)

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Overhead	4,600 mm
Pit Depth	1,500 mm
Travel Height	35,200 mm
Car Design	
Number of Stops	Ten (10)
No. of Openings (Front)	Ten (10)
Ceiling	Standard Hairline Stainless Steel
Walls	Hairline finished stainless steel sheet with hairline finished stainless steel pipe type handrail at three (3) sides
Doors	Hairline finished stainless steel sheet
Front Return Panel (FRP)	Hairline finished stainless steel sheet
Door Opening	1,100 mm (w) x 2,100mm(h)
Floor	Luxury Vinyl Tiles (3mmthickness)
Door Type	Hairline finished stainless steel
Car Sill	Extruded hard aluminum
Doors in all floors	Hairline finished stainless steel sheet
Emergency light in car	LED Emergency light with charger and battery
Entrance Sill	Extruded hard aluminum
Signals fixtures	Hall buttons, Car position indicator, Combined hall buttons, Hall position indicator and Direction arrows
Electric Power Supply	220VAC, 3 Phase, 60Hertz
Electric Lighting Supply	220VAC, 1 Phase, 60Hertz
Other Features	Nuisance call cancellation, Arrival car chime, Automatic cut-off of lighting and ventilation during stand-by, Communication system (3 points), Door nudging, Door repetitive reversal, Inspection operation at car top, Overload detector, Door protection, Voice synthesizer, Automatic Rescue Device, Phase Failure and Phase Reversal Protection, CCTV Cable in Travelling Cables

#### IV. General Notes and Conditions

1. The general conditions and provisions of the Terms of Reference and the contract not in conflict with these Specifications and the drawings form part of and are included in this section of these Specifications.
2. The Contractor shall guarantee the NEA that they can complete the work as specified in the approved plans, scope of work and specifications, bill of materials and contract for the Procurement of Passenger NEA Building, NIA Road, Diliman, Quezon City.
3. The Contractor shall provide experienced and qualified manpower, tools, materials and equipment which are capable of producing the quality and quantity of work required to complete the project as specified in the approved scope of work and specifications, within time as specified in the approved contract.
4. The Contractor shall undertake all the contingencies and other necessary works to complete the project as it is intended by the NEA authorized representative. Bid tendered shall be deemed complete in all aspects of the work.
5. Drawing and Specifications: the contract documents, agency estimate, instructions, drawings, scope of work and specifications shall be considered as one, such that whatever is called for by any of the documents shall be binding as if called for by all. In case of discrepancy between the Drawings and Specifications, the former shall prevail.
6. The Contractor shall comply with NEA service and operational requirements regarding occasional and reasonable work stoppage due to dust and noise problems.
7. Prohibitions:
  - a. Smoking shall not be allowed within building, work and storage area.
  - b. Drinking of liquor shall not be allowed within the site.
  - c. Gambling of any type is strictly prohibited within the site.
  - d. Carrying of items determined by NEA as “deadly instrument” is strictly prohibited within the site.
  - e. Workers are not allowed to eat within the project work area.
8. Washing area (to be determined by NEA) and facilities (to be provided by the Contractor) shall be maintained for sanitation purposes.
9. The Contractor is required to provide its workers with safety harness, goggles, facemasks or shields when performing welding works.





10. All employees of the Contractor at the jobsite shall wear T-shirts marked with Contractor's company name and valid company I.D.
11. Stairways, passageways and all access ways shall be kept free from construction materials and obstructions at all times.
12. The Contractor shall thoroughly clean the project site including all areas disturbed by renovation activities to the full satisfaction of the NEA.
13. All works shall comply with applicable regulations of authorities having jurisdiction on the project
14. Standards of Material: The materials to be replaced shall serve as the minimum standard as to the size, strength, quality or class of the replacement materials.
15. The visible silence of these Specifications and the Drawings to any detail, or noticeable omission from them of a detailed description concerning any materials shall be regarded to mean that "only materials of first class quality shall be used.
16. The work shall be executed in a workmanlike manner and in accordance with the best practices employed in modern construction/installations.
  - a. All materials to be supplied and installed be brand new, free from defects and must conform to the specifications.
  - b. The Contractor shall execute all works in compliance with the requirements of the Scope of Works and Terms and Conditions and all parts and materials shall be subjected to inspection and acceptance by NEA, through the General Services Division (GSD).
  - c. The Contractor shall strictly observe the sanitation, safety and security rules and regulations of the NEA in the execution of this project.
  - d. The Contractor shall be fully responsible for safety, protection, security and convenience of its personnel, third parties and the public at large as well as its works, equipment, installation and the like to affect by the implementation of this project.
  - e. Any damage to the system, facilities and equipment of the NEA due to the negligence, theft or pilferage, directly or indirectly caused by the Contractor personnel shall be immediately repaired, restored or replaced by the Contractor for its account. Any repair, restoration or replacement made by the NEA for the same purpose shall be deducted from any payable account of the Contractor.
  - f. The NEA shall fully settle the charges due upon Acceptance of the Project by the GSD.



- g. All materials, labor, equipment supplied and execution of all works shall be guaranteed for two (2) years with a certification of guarantee issued by the supplier upon acceptance by the NEA.
17. Only competent and efficient workers shall be employed by the Contractor and shall, upon written request of the NEA, remove from the project site any employee who, in the opinion of NEA, is incompetent or who obstructs the progress of the work.
18. The Contractor shall be responsible for all injury to persons and damage to NEA and other property caused by the execution of the works and shall be liable for any claims against NEA on account of such injury and / or damage.
19. The Contractor shall likewise provide necessary precaution to protect the property of the Owner against rain or other stormy weather condition and /or theft. The Contractor shall be liable for any such damage or loss.

#### V. Scope of Work

1. Under these specifications, together with the plans, the contractor shall supply all labor, supervision, equipment and materials for the Supply, Delivery, Dismantling, Installation and Commissioning of two (2) units brand new passenger elevators with brand new and appropriate materials for the completion of the Project at NEA Building, NIA Road, Diliman, Quezon City.
2. The Contractor shall secure permits from the Office of the Building Officials and Regional Labor Office or authorized representative having the jurisdiction on the NEA Office.
3. The Contractor shall install electric and water sub meters prior to start of work and shall be witnessed and approved by the concerned NEA's authorized representatives.
4. The Contractor shall provide adequate signage and safety precautions in the entire proximity of the Project site.
5. The Contractor shall ensure safety of its worker by checking all electrical supply for the elevator in the Electrical Room, ample lighting, ventilation inside the elevator shaft, safety harness and other PPEs required during the installation of elevators.
6. The Contractor shall take photograph on all works that will be done in the Project including the existing elevator to be replaced before the dismantling.
7. The Contractor shall dismantle, package and properly store the existing elevator units and parts in the designated space allocated by NEA Offices within the NEA compound.
8. Chipping of concrete for the access of elevator motor, replacement of elevator doors and buttons shall only be done after office hours, weekends or holidays.





9. The Contract shall supply, deliver and install sum pump.
10. Removal of rust and painting of steel beams shall be done before the installation of Permanent magnet (PM) motor.
11. The Project Engineer must be present during the Installation of Elevator PM motor and Car and an Electrical Engineer during the installation of wiring and connection to the power supply.
12. The Contractor shall restore all affected areas to its original condition during the installation and commissioning of the elevator units.
13. The Contractor must inform and coordinate with the GSD one (1) week before the testing and commissioning and have set a schedule with the Regional Labor Office or authorized representative having the jurisdiction on the NEA Office.
14. The Contractor must submit the soft & hard copy of the before and after installation photograph of the elevator units upon completion of installation and commissioning of the elevator units.
15. The Contractor must submit the soft & signed and sealed hard-copy of the Hoist way, Machine Room, Elevation and Electrical as-built plans of the elevator units before acceptance of the installation and commissioning of the elevator units.
16. The Contractor must submit a certification stating that the manufacturer of elevator units to be supplied is ISO 9001/14001 certified.
17. The elevator manufacturer must have at least one (1) authorized service center in the Metro Manila area for at least three (3) years.

## VI. Terms and Conditions

1. The Project must be completed within three hundred sixty-five (365) Calendar Days starting on the date indicated in the Notice to Proceed.
2. Warranty of the equipment and execution of all works shall be guaranteed by the Contractor upon acceptance by the NEA for one (1) year. The warranty shall include monthly preventive maintenance, including labor and parts. Warranty obligations shall commence upon Completion and Final Acceptance of the Project.
3. In order to assure that manufacturing defects shall be corrected by the Contractor, a warranty shall be required from the Contractor for a period of one (1) **year**. The obligation for the warranty shall be covered by, at the Contractor's option, either retention money in an amount equivalent to **ten percent (10%)** of every progress payment or a special bank guarantee

equivalent to **ten percent (10%)** of the total Contract Price. The said amount shall only be released after the lapse of the warranty period.

4. Payment will be made as follows:
  - i. Fifteen percent (15%) Mobilization Fee.
  - ii. Fifty percent (50%) upon delivery of Elevator Units.
  - iii. Full payment upon completion and acceptance by the General Services Division.
  - iv. All payments will be subjected one percent (1%) retention fee and five percent (5 %) creditable VAT and two percent (2 %) Expanded Withholding Tax.
  - v. The penalty for each day of delay shall be one-tenth (1/10) of one percent (1%) of the total unperformed works.
5. The Supplier shall execute all the works in strict compliance with the requirements of the scope of work and terms and conditions and all parts and materials shall be subject to inspection and acceptance by the NEA representative/s.
6. The Supplier shall secure Contractor's All Risk Insurance (CARI) from GSIS-Insurance Group for the duration of the project.

#### **VII. Other Requirement/s**

1. The bidder must be of good standing and has at least satisfactory performance with respect to its latest completed project with NEA. (*Note*: This is applicable only to the prospective bidder with previous infrastructure project/s or contract/s with the NEA which was/were: (i) awarded through Public Bidding, Limited Source Bidding or Negotiated Procurement-Two Failed Biddings; and (ii) entered into within the past three (3) years prior to the date of bid submission. For evaluation/verification purposes, the eligible bidder may be asked to provide additional information regarding its statement prior or during the post-qualification evaluation).
2. The Contractor must be an authorized partner/reseller of the elevator manufacturer or distributor. (For evaluation/verification purposes, the eligible bidder may be asked to provide additional information regarding its statement prior or during the post-qualification evaluation).

For your information.

#### **TECHNICAL WORKING GROUP**

  
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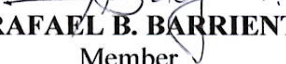
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