

## **TERMS OF REFERENCE**

### **FOR THE PROCUREMENT OF MONTHLY PREVENTIVE MAINTENANCE OF TWO UNITS OF ELEVATOR**

The contractor shall furnish the OWNER the preventive maintenance service reports as prerequisite for the payment of the service fee.

The contractor Warrants that the materials and components to be supplied in the performance of the services are genuine, brand new and free from defects, hidden or otherwise. Contractors likewise warrants that its servicemen are duly trained and have technical knowledge required to undertake the service.

The OWNER shall not be responsible for any claim for personal injury, death or property damage sustained by the servicemen where such injury, death, damage arises out of or in the course of the performance of the services. The contractor agrees to hold Owner free and harmless from any and all liabilities or claims which may be filed by the servicemen by reason of the latter's employment.

### **SCOPE OF SERVICES**

The contractor shall regularly and thoroughly examine the equipment's, perform preventive maintenance and repair as follows.

- Monthly for one year
- Oiling and cleaning of the machine
- Greasing / oiling of moving parts
- Make minor adjustments as necessary
- Surveys and reports potential problems
- Parts for replacement will be given separate proposals
- Service callbacks within working hours until 5 PM will be free of charge
- Items such as rugs, lubricants, gloves, cleaning materials are considered included and free of charge.

### **MAINTENANCE/TECHNICAL SUPPORT**