

REFERENCE OF TENDER	DESCRIPTION OF TENDER	TIME PERIOD OF TENDER	DEPARTMENT/DIVISION/ UNIT REQUESTING TENDER	FEES	CLOSING DATE NOT LATER THAN 2.00PM	FOCAL PERSON
KK/291/2022/ESTETRIPASH(TC)	<p>THE PROVISION OF COMPREHENSIVE MAINTENANCE SERVICES FOR LIFTS AND DUMBWAITERS AT WOMEN AND CHILDREN CENTRE RAJA ISTERI PENGIRAN ANAK SALEHA HOSPITAL FOR A PERIOD OF THREE (3) YEARS</p> <p>Kelayakan Pemborong/Pembekal: Berdaftar dengan Kementerian Pembangunan atau Kementerian Kesihatan</p> <p>Kelas/Kategori: - Kelas: II ke atas Kategori: KPME02</p>	3 YEARS	Department of Estate Management and Transport, Raja Isteri Pengiran Anak Saleha (RIPAS) Hospital	\$30.00	29 th November 2022	<p>IR Abdul Mushawwir bin Haji Abdul Rahman Jurutera Kanan Hospital Hospital Raja Isteri Pengiran Anak Saleha Kementerian Kesihatan Negara Brunei Darussalam Contact No.: 2242424 EXT 8637/8640/2222 e-mail: mushawwir.rahman@moh.gov.bn</p>

SECTION 2

SPECIFICATIONS

TENDER REFERENCE NO.: KK/291/2022/ESTETRIPASH(TC)

INVITATION TO TENDER

THE PROVISION OF COMPREHENSIVE MAINTENANCE SERVICES FOR LIFTS AND DUMBWAITERS AT WOMEN AND CHILDREN CENTRE RAJA ISTERI PENGIRAN ANAK SALEHA HOSPITAL, FOR A PERIOD OF THREE (3) YEARS

1. GENERAL

- Tenderers are sought from suitably qualified contractors who wish to be considered for the provision of comprehensive maintenance services (hereinafter referred to as “Maintenance Services”) for lifts and dumbwaiters at the following sites:
 - Women and Children Centre Raja Isteri Pengiran Anak Saleha:
 - Passenger Lift No. 1 (LF1)
 - Passenger Lift No. 2 (LF2)
 - Passenger Lift No. 3 (LF3)
 - Passenger Lift No. 4 (LF4)
 - Passenger Lift No. 5 (LF5)
 - Passenger Lift No. 6 (LF6)
 - Passenger Lift No. 7 (LF7)
 - Passenger Lift No. 8 (LF8)
 - Dumbwaiter (DW – Pharmacy)
 - Dumbwaiter (DW – Record Room)
- The duration of the Services is for **three (3) years**.
- To enable the proper evaluation of the Tender, Tenderers must complete the list of registered personnel with full details of their qualifications and experiences for Mechanical and Electrical engineering works as set out in **Section 3** in the Invitation To Tender.

2. SCOPE OF WORK

- The Contractor shall provide Maintenance Services for lifts and dumbwaiters as listed out in **Schedule I**, inclusive of all necessary spare parts, replacement parts and materials to keep the lifts and dumbwaiters in good working condition and order.
- The Ministry of Health (hereinafter referred to as “the Ministry”) reserves the right to amend the schedule of equipment, either by addition or deletion, as the equipment becomes liable for the maintenance under this tender, or is taken out of service.
- The Maintenance Services are as follows:
 - **Preventive Maintenance**
 - **Corrective Maintenance**

- The Contractor is also required to carry out “special service calls” (service calls between regular scheduled preventive maintenance service calls) at no extra charge to the Ministry of Health, when requested and found by the Superintending Officer to be necessary to keep the lifts and dumbwaiters in good working condition and order.
- The Contractor shall also provide standby site attendance of two (2) qualified personnel, whenever requested by the Superintending Officer during special events at no extra charge. Such personnel must be present at the specified site at least **two (2) hours** before the event, to carry out testing of the lift or dumbwaiter.
- The Contractor shall provide emergency minor adjustment/rescue service on a 24-hour basis for lift breakdowns, as soon as such breakdowns are reported, where the freeing of passengers is necessary.

2.1 Preventive Maintenance

- The Contractor shall carry out scheduled or routine preventive maintenance as set out in **Schedule II**.
- Preventive maintenance shall be carried out during Government working hours : 07.45 am – 12.15 pm & 01.30 pm – 04.30 pm
- The Contractor shall prepare and submit a quarterly work schedule covering the preventive maintenance and major overhaul **two (2) weeks** in advance for approval.
- Preventive Maintenance shall be planned and carried out so as to cause minimum inconvenience and disruption to the operation of the lift or dumbwaiter.
- The Contractor shall ensure that the downtime of the lifts and/or dumbwaiters is kept to a minimum of one (1) day. A penalty of **B\$100.00 per day** for the particular lift shall be imposed on the Contractor if the said period is exceeded and that, it is in the opinion of the Superintending Officer, the equipment ought reasonably to have been put back to service.
- All materials specified to be used on the routine preventive maintenance visits such as grease, oil, distilled water and cleaning materials shall be included in the cost of the service.
- A minimum of two (2) persons are required to be stationed at the Raja Isteri Pengiran Anak Saleha Hospital (RIPAS) during Government working hours when preventive maintenance is being carried out.
- Within fourteen (14) days of being awarded the Tender, the Contractor shall submit a work schedule for three (3) years duration to Superintending Officer.
- This work schedule must clearly show the actual working time, day/date, month, names of each service teams and type of maintenance (“W” indicates two weeks; “M” indicates monthly; “Q” indicates quarterly; “H” indicates every six month or biannually; “A” indicates annually) for each routine preventive maintenance to be carried out.
- The Contractor shall ensure that his personnel comply with the work schedule while carrying out the routine preventive maintenance.
- Where necessary, the Superintending Officer reserves the right to shift the schedule maintenance date to alternative date/s, in conjunction with a VIP visit to any the sites with or without prior notice.

2.2 Corrective Maintenance

- The Contractor shall also perform corrective maintenance on the lifts and dumbwaiters.
- This service shall be provided free of charge with unlimited breakdown calls per year.
- Corrective Maintenance shall be performed **AT ANY TIME (inclusive of public holidays)** upon notification by the Superintending Officer or his representative.
- The Contractor shall dispatch his service engineer to a site specified by the Superintending Officer or his representative within **[1 hour]** after being notified in writing or telephone that the lift or dumbwaiter is inoperative. A penalty of **B\$100.00**

per hour shall be imposed for every hour or part thereof of the response time is exceeded.

- After responding to the response time, the contractor and/or his personnel shall produce and submit a report of the fault or breakdown to the Superintending Officer prior to proceeding with rectifying the fault or breakdown.
- The service engineer shall complete any repair or replacement of parts within **3 days** from the time the service engineer arrives at the specified site. A penalty of **\$100.00 per day** shall be imposed if the said downtime is exceeded and that, it is in the opinion of the Superintending Officer, the equipment ought reasonably to be put back to service.
- To ensure immediate response by the Contractor and/or his personnel, the Contractor shall submit contact numbers of his personnel to enable the Superintending Officer or his representative for reporting faults and breakdowns

3. ANNUAL SAFETY TESTS

- The Contractor shall carry out Annual Safety Tests in accordance with the Singapore Standard CP2:2000, to be witnessed by the Superintending Officer.
- Once the test/s has/have been completed, the Contractor shall certify in written form to the Ministry that the lift and/or dumbwaiter are safe for passengers/goods use within the specified capacity.

4. SHUT DOWN OF LIFT SERVICES

- Where it is necessary to shut down lift services for preventive maintenance, this shall be done in liaison with the Superintending Officer of the site affected. This will take the form of shutting down the lift services during the normal working day at a time when it will cause least disturbance to the passengers using the lift or dumbwaiter.
- In some cases it may be practical to shut down the lift services only before or after working hours, in which case special arrangements for access and security must be made at the Ministry's expense.

5. CLEANING OF LIFT PIT

The Contractor shall ensure that he is equipped with his own Submersible Pump in the event the lift pit is found to be flooded and water is required to be discharged out of the lift pit. Such cleaning shall be at the Contractor's own expenses.

6. INSTALLATION NOT OPERATIONAL

- In the event of a fault being found which requires the lift or dumbwaiter to be switched off immediately, whether for immediate repair or to prevent the fault developing into a dangerous condition or becoming more expensive to repair, the Contractor shall immediately inform the Superintending Officer of the site affected.
- If the fault has developed into a breakdown where the major spare part has been repaired or replaced, the Contractor shall provide an estimated time for the repair or replacement to be carried out.

7. DEFECTS DURING MAINTENANCE SERVICES

- When any defects in any of the lifts or dumbwaiters' performance is identified by the Contractor during the maintenance services, the Contractor shall be responsible for making good such defects.
- Where the defects may cause danger to any persons or property or deprive passengers of the use of the lift or dumbwaiter, the report must be made within two (2) days of the last inspection.
- The Contractor shall give due importance to safety at all times. Appropriate notices shall be posted at all landing levels whenever service/repair/safety test are being carried out. Adequate barricades should be used when a landing door is kept opened for works inside the lift hoist way or dumbwaiter or inspection works.

8. CANCELLATIONS etc.

- For all cancelled or postponed maintenance services, the Contractor is required to give in writing the reasons for not carrying out such works on the scheduled date/s.
- The Ministry reserves the right to arrange alternative dates/times to perform the outstanding maintenance services or make deductions from the charges/invoices submitted for payment.

9. CONTRACT PRICE AND PAYMENTS

- The proposed Contract Sum shall be deemed to cover all costs involved in performing the Maintenance Services including all costs, charges and expenses for labour, spare parts, materials, consumables, tools, equipment, transport, documentation, insurance, taxes, duties, overheads and any other necessary items. This proposed Contract Sum shall remain fixed and firm for the three (3) year duration.
- The Contractor shall submit invoices (in 3 copies) of the previous month **on the first week of each month** for each site. All claims shall be addressed to:

*Head of Section
Estate Maintenance Division
RIPAS Hospital
Negara Brunei Darussalam*

- Payment will only be made after submission of the invoice and other related documents such as the certified original and duplicate service reports by the Superintending Officer and monthly breakdown/maintenance report.
- If only one maintenance service is performed in a month instead of two (2), then the Contractor shall invoice only fifty percent (50%) of the maintenance costs.

10. FAULT REPORTING

- The Contractor shall respond immediately to faults reported by the Superintending Officer or his representative.
- The Call Out Time – the period of time commencing when a fault condition is reported by the Superintending Officer or his representative, received by the Contractor and ends when the Contractor's personnel arrives at the site and starts work – shall **not exceed one (1) hour**.

- A penalty of **B\$100.00 per hour** shall be imposed upon the Contractor for every hour or part thereof of the Call Out time is exceeded.
- The Contractor shall submit contact numbers of his personnel to enable the Superintending Officer or his representative for reporting faults and breakdowns.

11. REPLACEMENT PARTS, SPARE PARTS, MATERIALS etc.

- The Contractor shall supply all replacement parts, spare parts and consumables necessary for the proper operation, preventive maintenance and breakdown repairs of the lifts and dumbwaiters.
- The Contractor shall ensure that these are genuine parts approved by the manufacturer/s, and here new parts or materials are to be used shall be sought in advanced.
- The Contractor shall not be liable to replace parts, materials and consumables due to vandalism.
- The Contractor is required to keep all spare parts in stock at all times. Major items which are of high cost such as motor, and unlikely to be required within one year need not be stocked. However, it is **essential** for the Contractor to have a spare lift hoist motor where the site is served by one lift only.

12. DISPATCH OF ITEMS OF EQUIPMENT FOR OVERHAUL OR REPAIR

- The Contractor shall bear all costs in the dispatch of any parts or module of the Equipment for overhaul, repair or reprogrammed, including the costs for packing, carriage and insurance.

13. USE OF SITE

- The Contractor shall not use any of the sites for any purpose other than that of carrying out Maintenance Services stipulated in these Specifications.
- The Contractor shall, at all times, keep the sites clear and free from all surplus materials, rubbish, debris arising from the execution of the works and keep the sites in clean conditions.
- The tenderer is also required to include refurbish & maintenance of existing plant room and repair such as lighting, socket, switches, air-conditioning, fire extinguisher, door including accessories, exhaust fan and other necessary works without extra costs.

14. HEALTH AND SAEFTY PRECAUTIONS AGAINST FIRE, NOISE CONTROL, etc.

- The Contractor shall provide all necessary measures to comply with all health and safety regulations and rules currently in place. The Contractor shall also comply with all orders and instructions given to him from time to time by the Superintending Officer with regards to health and safety of persons in the vicinity of any site, site regulations and the work in general.
- The Contractor shall take all reasonable precautions to prevent loss or damage by fire, comply with existing fire regulations and all instructions given to him by the Superintending Officer with regards to fire precautions and prevention.

15. SUPERVISION AND PERSONNEL

- To ensure the proper and efficient execution of the Maintenance Services, the Contractor shall provide and employ **three (3) qualified and competent workers** to perform the Maintenance Services on a full-time basis.
- The Contractor shall ensure that such personnel are properly trained, registered with the Electrical Services Department, Brunei Darussalam and employed by the Contractor throughout the duration of this Tender.
- The Contractor is required to submit a list of names, addresses, qualifications, experiences and other relevant information that the Superintending Officer may require, of all persons that shall be employed for the performance of the Maintenance Services. Any amendments made to the list shall be submitted in writing within five (5) days upon knowledge that any person has been added or deleted from the list during the period of the contract.
- The Superintending Officer reserves the right to remove, reject or replace any persons employed by the Contractor, who in the opinion of the Superintending Officer is not competent to execute the Maintenance Services, and shall direct the Contractor to replace such person/s.
- Within fourteen (14) days of being awarded of this Tender, the Contractor is required to submit the following information relating to stand-by mechanics to facilitate the Ministry and Fire and Rescue Services Department to make contact in case of any emergency:
 - Names
 - Contact Address
 - Telephone / Facsimile Number(s)
- The Contractor shall nominate supervisor/s for the purpose of administrative and on-site supervision. Such nominated persons may be called for interviews prior to the ward of the Tender.
- The Contractor shall ensure that his workers possess the necessary employment passes if they are employed outside Brunei Darussalam.
- **All** personnel employed by the Contractor shall be neatly and properly attired in uniforms.

16. INSURANCES

- The Contractor shall warrant that he will maintain at his own expense, comprehensive general liability, errors and omissions, workers' compensation, public liability, property damage and automobile liability insurance. Upon request by the Government, the Contractor shall furnish certificates showing that such insurance is in effect and will not be cancelled or changed in the absence of a prior 30-days' written notice to the Government.

17. INSPECTION

- The Superintending Officer has the authority to inspect and test any part or the whole of the lifts or dumbwaiters at any time but not to open-up, disconnect, adjust or alter any setting, component of control, except to operate the external switches and controls.

- The Superintending Officer reserves the right to ask the Contractor or his representative during a routine maintenance visit or by giving seven (7) days written notice to carry out a supervised installation test.
- Any defects found during the test which would affect the installation's performance, safety or life shall be corrected without delay. If the defect can reasonably be attributed to negligence or incompetence on the part of the contractor's expense, the cost of correcting the defect shall be borne by the Contractor and at no extra charge to the Ministry.

18. LOG BOOKS AND REPORTS

- A record of the work done on each maintenance visit shall be noted in a maintenance log book by the Contractor, to be kept where possible in the lift motor room of each installation.
- Where a number of lifts serve a building and have separate motor rooms, the maintenance log book for all the lifts shall be kept in the "No.1 Lift Motor Room".
- The log book must show the following information:
 - Document each incident of lift defect or multifunction;
 - Date, time and duration of work performed on the lift/s; and
 - A description of the reason for the work done (whether preventive maintenance or corrective maintenance)
- Completion of the maintenance visit shall be confirmed in writing by the Senior mechanic/engineer.
- The log book must be available for inspection by the Superintending Officer at any time.
- The Contractor shall also submit Maintenance Service Reports in format acceptable to the Government and shall include the following information:
 - the lift's reference number;
 - the job number;
 - the date the job was completed;
 - date, time and total time the lift is made unavailable to the Government;
 - and
 - the comments of the person requesting the Maintenance Service.

19. EQUIPMENT AND TOOLS

- To enable the mechanics/engineers to carry out their work efficiently, safely, accurately and without any risk of causing excessive wear to the lifts and/or dumbwaiters being serviced, all mechanics/engineers employed by the Contractor must be equipped with an adequate tool kit.
- To carry out installation and testing works, the Contractor must be in possession of the following measurement instruments:
 - Megger – insulation resistance
 - Multitester – AC & DC voltage; DC current & resistance
 - Tong Tester – AC current
 - Tachometer & Stopwatch – contract speed
 - Lux meter – lighting of car
 - Battery tester – battery of E.B.O.P.S and A.R.D
- The Contractor must also be in possession of other maintenance tools, grease gun, hand-held blowers, vacuum cleaners etc.

20. SECURITY

- Where maintenance service is to be carried out within a secure area, the Contractor shall provide to the Superintending Officer full details of all his personnel and vehicles requiring access to the site, not less than seven (7) days before entry is required. Details shall include the following particulars:
 - Name
 - Address
 - Identity card number / passport number
 - Gender
 - Citizenship
 - Expiry date of work pass (for foreign workers)
- Where security passes are issued to the Contractor's personnel, the Contractor is responsible for the proper use of the passes.
- The Contractor shall ensure that the passes are immediately returned to the authorities when they are no longer required due to the employee not being engaged to work at the secured area, or if the employee has left the Contractor's employment.

21. OFFICE AND WORKSHOP

- The Contractor is required to maintain an office in Brunei Darussalam at his own expense where he can easily be notified by telephone of any maintenance or breakdowns relating to the lifts or dumbwaiters.
- The Contractor shall maintain an equipped workshop to carry out inspection, small repairs and testing of electrical and/or mechanical spare parts.
- The Superintending Officer reserves the right to enter and inspect the workshop at any time during the Contractor's working hours. Where such entry into the Contractor's premises would create conflict with confidential information or work for the Contractor, a twenty-four (24) hour written notice will be given to the Contractor. The Contractor will ensure that a member of his staff will accompany the Superintending Officer at all times during the visit.

SCHEDULE I

LIST OF LIFTS AND LOCATIONS

ITEM	DESCRIPTION	QUANTITY	LOCATION
1	Bed/ Passenger Lift No. 1 (LF1)	1	Women and Children Centre
2	Bed/ Passenger Lift No. 2 (LF2)	1	Women and Children Centre
3	Bed/ Passenger Lift No. 3 (LF3)	1	Women and Children Centre
4	Bed/ Passenger Lift No. 4 (LF4)	1	Women and Children Centre
5	Bed/ Passenger Lift No. 5 (LF5)	1	Women and Children Centre
6	Bed/ Passenger Lift No. 6 (LF6)	1	Women and Children Centre
7	Bed/ Passenger Lift No. 7 (LF7)	1	Women and Children Centre
8	Bed/ Passenger Lift No. 8 (LF8)	1	Women and Children Centre
9	Dumbwaiter (DW – Pharmacy)	1	Women and Children Centre
10	Dumbwaiter (DW – Record Room)	1	Women and Children Centre

SCHEDULE II

MAINTENANCE & SERVICING SCHEDULE

1. The maintenance schedules set out below shall serve as a general guide for routine preventive maintenance services. The maintenance schedules as recommended by the equipments' manufacturers and in the equipments' manuals shall be adopted in addition to these schedules. The Contractor shall familiarise himself with the said recommended maintenance schedules.
2. The frequencies of maintenance may be adjusted, by mutual agreement, to suit the duty and conditions of operation of the equipments.
3. The maintenance schedules set out below do not include instructions for every component part of each item of equipment, but the Contractor is expected to carry out the usual maintenance process in accordance with normal trade practices and to meet specific requirements of the equipments' manufacturers' recommendations.
4. Where follow-up work, after carrying out routine maintenance, is considered necessary which involves further repairs, the Contractor shall notify the Superintending Officer of the extent of the repairs before proceeding with the work.
5. Certain terms used frequently in the maintenance schedules below are defined as follows:

EXAMINE: To make a careful and critical scrutiny of an item carried out without dismantling, by using the senses of sight, hearing, smell and touch to verify that the equipment is in working order.

TEST: To operate the equipment and/or use the appropriate testing instruments to ensure that the equipment is functioning correctly.

CHECK: To make a thorough inspection for damage, wear or deterioration; also to ascertain that the equipment is correctly adjusted to conform to the required standard.

NB. In addition to establishing the normal functioning of equipment the "EXAMINE", "TEST" and "CHECK" as defined above must include verification of the satisfactory state of all safety aspects.

A. Every Two Weeks

1. Check all bearing oils, oil rings, oil chains etc. all machines should be carefully checked for abnormal temperature rise.
2. Check all load wires of relays and contacts, check their movement.
3. Clean traction machine N-G set, relay panel control panel, starting panel, selector, governor, car top, car gate, sill and pit.
4. Check brake action and adjust if necessary.
5. Check movement of door switches, gate switches and emergency stop switch.
6. Check indicator lamps and indicator.
7. Check indicator lights, buzzer and car light.
8. Check leveling difference, brake slippage, acceleration, deceleration and riding comfort.
9. Check movement of car control buttons, switches etc.
10. Check operation of weighting device.
11. Check and clean lift pit.
12. Check and test the intercom system for proper functioning.
13. Check and clean pushbuttons of car control switches.
14. Check and clean push buttons of car control panel.

B. Every Month

- Check all that performed in every two weeks include:
1. Turn grease cups for speed governor and compensating pulley.

2. Check and oil selector.
3. Top up rail lubricator.
4. Clean M-G set's brush, brush holder and inside frame. Adjust slip ring is necessary. Check commutator.
5. Check oil electric brake pin.
6. Check oil all pins of door operator, door opening mechanism and door lever.
7. Check and clean, oil and adjust door closer and lever.
8. Clean hoist way, beams slow-down cams, outside cage, rails and counterweight rails.
9. Clean main sheave, secondary sheaves and rope sheaves on car top and counterweight top.
10. Clean brake wheel.
11. Check oil compensating rope tensioning pulley.
12. Check door shoes.
13. Check and clean oil safety gear.
14. Clean and oil interior of terminal limit switch and position switch. Check rubber roller of terminal limit switch.
15. Check movement of limit switch.
16. Check the voltage of exciter and automatic voltage regulator.
17. Check and clean the sleeve and plunger of the electro-magnetic brake.
18. Clean the brush holder and commutator of the door motor.
19. Check the voltage of rectifier.
20. Check and top-up battery water if necessary.

C. Every Three Months

Check all that performed in every month include:

1. Check the operation of terminal limit switches and final limit switches.
2. Check the governor switch.
3. Check the traction rope for broken wire, wear, elongation and even tension. Adjust if necessary.
4. Using electric blower, remove the dust inside the M-G set, traction machine and control panel.
5. Check oil and clean interior of door switch, gate switch. Replace worn parts if necessary.
6. Check flexible cable.
7. Check the condition of commutator brushes of traction motor.
8. Check the compensating chain or rope.
9. Grease the secondary sheave, car top sheave and counterweight top sheave.
10. Clean the connection on box of every floor, car cage. Tighten all screws and check the condition of cables at conduit inlet and outlet.

D. Every Six Months

Check all that performed in every three months include:

1. Check the compensating chain or rope.
2. Grease the secondary sheave, car top sheave and counterweight top sheave.
3. Check the wear of guide shoes of car and counterweight.
1. Inspect all electro-mechanical parts for wear relating to the car door mechanism, replace if necessary.
2. Inspect all the electrical & mechanism parts within the lift motor room for wear, replace if necessary. Lubricate gear wheels & bearing if required and change gear/motor oil.
3. Inspect all relays, contactors, PC boards for possible wear & overheating, replace if necessary.
4. Inspect all safety devices, governors and to carry out normal safety tests and load test to ensure the function of over load safety device.
5. Check that the motor overload protection dashpots and oil buffer have an adequate oil level, if fitted.
6. Test emergency inverter supply circuit & Automatic Rescue Device circuit if installed. If defective replace faulty PC boards, relays, charger circuit, Ni-Cad battery bank etc.
7. Cleaning, removal of rust and painting lift car top equipments, car exterior and all motor room equipments with the original matching colour, wherever necessary.
8. Check and maintain car interior (flooring, wall, handrail and ceiling).

E. Every Year

Check all that performed in every six months include:

1. Check and condition of worm gear and thrust bearing of the gear box.
2. Check and tighten screws of control panel, starting panel and relay panel.
3. Remove the dust inside the landing inductor switch by electric blower.
4. Test all safety devices.
5. Dismantle, clean and adjust the electro-magnetic brake of gearless machine.
6. Change gear oil and motor oil.
7. Check and tighten screws and foundation bolts of traction machine, secondary sheaves, exterior of lift frame, guide rail clamp and brackets etc.
8. Test the over current relays.
9. Dismantle, clean and check the ball bearing etc. of M-G set.

SCHEDULE III

SCHEDULE OF RATES

Notes for Completion of the Schedule of Rates

1. Schedule III is basically a guideline of price for others or additional works and is not include in the contract sum of tender price
2. The attached schedule is to be fully completed by the tenderer. Any omissions may render the tender inadmissible.
3. the prices offered by the tenderer in the schedule of rates for supply and fix items are to be fully inclusive at all costs to carry out each item as detailed, i.e. transportation, de-mounting of unserviceable items, purchase of spares, installation etc. no additional claims for costs however incurred, by the Tenderer in respect of Schedule of rates prices will be accepted.
4. The prices offered by the tenderer in the schedule of Rates of monthly. Quarterly and yearly maintenance to be fully inclusive of all cost necessary to carry out the maintenance and servicing of the complete equipment/ system detail as per Appendices inclusive of all the associated components and accessories of the equipment / system which may not be tabulated out as such in the Appendices.
5. Any additional schedule of rate will be agreed between the S.O. and the contractor.
6. The labour rates quoted for non-schedule item are to be fully inclusive of transportation costs, profit, etc.
7. The supply of spare parts not included in the schedule of rates will be priced. By the Tenderer at cost of supply to the Tenderer plus a percentage, as quoted, to cover all overheads, profit, etc.

The price for the spare parts listed below for various equipment shall be inclusive of all labour, taxes duties, freight and consumable etc. and shall remain in force for the entire duration of the maintenance contract.

No.	Description	Unit	Rate Parts Only	Rate Labour & Installation
SPARE PARTS AND ASSOCIATED EQUIPMENT				
A	GENERAL			
1	Exhaust Fan (any type, make or size)	No		
2	Down Light (any type, make or size)	Set		
3	Fluorescent light (any type, make or size)	Set		
4	Rail Guard (any type, make or size)	Set		
5	Push Button (any type, make or size)	No		
6	Signage (any type, make or size)	No		
7	Display Indicator(any type, make or size)	No		
8	ARD Unit (any type, make or size)	Set		
9	EBOPS Unit (any type, make or size)	Set		
10	Plastic signs (any type, make or size)	No		
11	Intercom unit (any type, make or size)	Set		
12	Voice synthesizer (any type, make or size)	Set		
13	Hall Button (any type, make or size)	No		
14	Marine Plywood	Lot		
15	Vinyl floor	Lot		
MACHINE ROOM				
16	Main supply switch (any type, make or size)	Set		
17	Traction machine/ motor (any type, make or size)	Set		
18	Magnetic brake (any type, make or size)	Set		
19	Deflector/secondary sheave (any type, make or size)	Set		
20	Controller (any type, make or size)	Set		
21	DBSS (any type, make or size)	Set		
22	Signal equipment (any type, make or size)	Set		
23	Rope hitches (any type, make or size)	Set		
24	Governor (any type, make or size)	Set		
25	EBOP, ARD (any type, make or size)	Set		
CAR TOP				
26	Car frame & side braces (any type, make or size)	Set		
27	Car sheave (any type, make or size)	Set		
28	Guide shoes / rollers (any type, make or size)	Set		
29	Car doors / door operator (any type, make or size)	Set		
30	SPT / Stopping switches (any type, make or size)	Set		
CARRIED FORWARD				
31	Hoist & Governor ropes (any type, make or size)	Set		
32	Safety & safety switches (any type, make or size)	Set		
33	K J Box & K X Box (any type, make or size)	Set		
34	Junction Box (any type, make or size)	Set		
35	Floor cams (any type, make or size)	Set		
36	Selector tape (any type, make or size)	Set		
ENTRANCE				
37	Indicator (any type, make or size)	Set		
38	Hall buttons (any type, make or size)	Set		
39	Sills & Entrances (any type, make or size)	Set		
HOISTWAY				
40	Doors (any type, make or size)	Set		
41	Door closures (any type, make or size)	Set		

No.	Description	Unit	Rate Parts Only	Rate Labour & Installation
42	Door open & close (any type, make or size)	Set		
43	Travelling cables (any type, make or size)	Set		
44	Vanes (any type, make or size)	Set		
45	Limit switches (any type, make or size)	Set		
46	Stopping cams & switches (any type, make or size)	Set		
47	CWT guide shoes / rollers (any type, make or size)	Set		
48	Counter weight & sheave (any type, make or size)	Set		
49	Tape guides, brackets & rails (any type, make or size)	Set		
50	Separator beams (any type, make or size)	Set		
51	Floor limit switches (any type, make or size)	Set		
	CAR CAGE			
52	Car operating panel (any type, make or size)	Set		
53	Position indicators (any type, make or size)	Set		
54	Car light s (any type, make or size)	Set		
55	Fan (any type, make or size)	Set		
56	Safety shoes (any type, make or size)	Set		
57	Detector (any type, make or size)	Set		
58	Light ray (any type, make or size)	Set		
59	Riding comfort (any type, make or size)	Set		
60	Leveling (any type, make or size)	Set		
61	Interphone (any type, make or size)	Set		
62	Emergency bell (any type, make or size)	Set		
63	REM, BMS, EMS (any type, make or size)	Set		
64	Supervisory panel (any type, make or size)	Set		
	PIT			
65	Safety switches (any type, make or size)	Set		
66	Limit switches (any type, make or size)	Set		
67	Safety device (any type, make or size)	Set		
68	Load weighing transducer /switches (any type, make or size)	Set		
CARRIED FORWARD				
69	Tension / selector sheave (any type, make or size)	Set		
70	Compensating ropes / sheaves / chains (any type, make or size)	Set		
71	Buffers (any type, make or size)	Set		
72	CWT buffer run by (any type, make or size)	Set		
73	Selector tape sheave (any type, make or size)	Set		

SECTION 3

FORMS TO BE USED

SCHEDULE A – TENDER FORM

To:

TENDER REFERENCE NO.: KK/291/2022/ESTETRIPASH(TC)

**THE PROVISION OF COMPREHENSIVE MAINTENANCE SERVICES FOR LIFTS AND
DUMBWAITERS AT WOMEN AND CHILDREN CENTRE RAJA ISTERI PENGIRAN ANAK SALEHA
HOSPITAL FOR A PERIOD OF THREE (3) YEARS**

TENDER OF (*name of tenderer*)

Company/Business Registration No _____

Tender Closing Date: _____

ITEM	DESCRIPTION	QUANTITY	RATE	PRICE/MONTH (B\$)
	Note: Supply all labour, equipment, materials and tools including transportation to do the following works to its good working conditions and to current good practice and make good to all works distributed to match the existing or to S.O.'s satisfaction.			
1.0	PRELIMINARIES Health and safety requirement according to occupational and safety specification: Workmen's Compensation Policy, Public Liability Policy and Fire Insurance Policy.	Lump Sum		
2.0	LIFT (SIGMA) Type: Bed / Passenger Lifts Load:1,565 Kg Capacity: 23 Persons Speed: 1.75m/s Hoist way &W X D): 2330mm x 3150mm	1 1 1 1		
2.1	Passenger Lift No. 1 (LF1)			
2.2	Passenger Lift No. 2 (LF2)			
2.3	Passenger Lift No. 3 (LF3)			
2.4	Passenger Lift No. 4 (LF4)			
3.0	LIFT (SIGMA) Type: Bed / Passenger Lifts Load:1,565 Kg Capacity: 23 Persons Speed: 1.75m/s Hoist way &W X D): 2330mm x 3080mm	1 1 1 1		

ITEM	DESCRIPTION	QUANTITY	RATE	PRICE/MONTH (B\$)
3.1	Passenger Lift No. 5 (LF5)	1		
3.2	Passenger Lift No. 6 (LF6)			
3.3	Passenger Lift No. 7 (LF7)			
3.4	Passenger Lift No. 8 (LF8)			
4.0	DUMBWAITER	1		
4.1	150kg (DW – 1 Pharmacy)			
4.2	50kg (DW – 2 Record Room)			
TOTAL (PER MONTH)				
TOTAL FOR 3 YEARS				

1. We offer and undertake on your acceptance of our Tender to provide the above mentioned services in accordance with your Invitation To Tender.
2. Our Tender is fully consistent with and does not contradict or derogate from anything in your Invitation To Tender. We have not qualified or changed any of the provisions of your Invitation To Tender.
3. We shall execute a formal agreement in the appropriate form set out in Section 4 – Contract of the Invitation to Tender together with such further terms and conditions, if any, agreed between the Government and us.
4. OUR OFFER IS VALID FOR **SIX (6)** CALENDER MONTHS FROM THE TENDER CLOSING DATE.
5. When requested by you, we shall extend the validity of this offer.
6. We further undertake to give you any further information which you may require.

Dated this day of 20 __

Signature of authorised officer of Tenderer

Name:

Designation:

Tenderer's official stamp:

SCHEDULE B – INFORMATION SUMMARY

2.1 Tenderers shall provide in this Schedule the following information:

- (a) Management summary
- (b) Company profile (including Contractor and sub-contractor(s), if any)
- (c) Years of experience (as of the Tender Closing Date) of the Contractor and sub-contractor(s) in the:
 - *Provision of maintenance services for lifts.*
- (d) Other information which is considered relevant

SCHEDULE C – SUB-CONTRACTS

- 3.1 Tenderers shall complete Table 3.1 with information about all the companies involved in the provision of the services and items specified in this tender. This shall include details about the Contractor and each sub-contractor involved, as well as their respective responsibilities.
- 3.2 Tenderers shall also indicate in Table 3.1 any alliance relationship established with each sub-contractor. An alliance is defined as a formal and binding business relationship between the allied parties.

Table 3.1 Responsibility Table

Company Name	Responsibility Description	Alliance Relationship between Contractor and Sub-contractor(s)		
		Alliance Exists? (Y/N)	Date Established	Alliance Description
Contractor				
		Not Applicable	Not Applicable	Not Applicable
Sub-contractor(s)				

SCHEDULE D – COMPANY’S BACKGROUND

- 4.1 Each of the companies involved in this tender, including Contractor and sub-contractor(s) (if any), shall provide information on the company’s background, scope of operations, financial standing and certified copy of its Certificate of Incorporation or Certificate of Registration (as the case may be).

SCHEDULE E – REFERENCES

5.1 Tenderers shall submit a list of customers in Table 5.1 to whom the Contractor has provided similar services and items as specified in this tender in the recent 5 years as of the Tender Closing Date.

Table 5.1 References of previous customers

Customer Name and Address	Customer Type (Govt or Quasi Govt)*	Contact Person	Title	Contact Number, Fax Number and E-mail Address

***Note: Tenderers shall indicate whether the customer is a Government or Quasi Government organisation. A Quasi Government is defined as an organisation which (1) is managed and controlled by the Government; or (2) has at least 50% shares being held by the Government. Please leave the column blank if the customer is neither a Government or Quasi Government organisation.**

5.2 The Ministry of Health shall treat all the information submitted under this schedule in strict confidence.

5.3 The Ministry of Health reserves the right to contact the references for tender assessment purposes.

SCHEDULE F
LIST OF PERSONNEL

ENGINEER

Name:

Brunei I/C No & Colour:

Date of Issue:

Valid until:

Qualification:

Experience:

FOREMAN/ SUPERVISOR

Name:

Brunei I/C No & Colour:

Date of Issue:

Valid until:

Qualification:

Experience:

TECHNICIAN

Name: _____

Brunei I/C No & Colour: _____

Date of Issue: _____

Valid until: _____

Qualification: _____

Experience: _____

TRADESMAN/ELECTRICIAN

Name: _____

Brunei I/C No & Colour: _____

Date of Issue: _____

Valid until: _____

Qualification: _____

Experience: _____

