



TERMS OF REFERENCE

MAINTENANCE CRADLE HOIST AT ASEAN SECRETARIAT

(Period: 1 January - 31 December 2023)

I. BACKGROUND

The ASEAN Secretariat was established in February 1976 by the Foreign Ministers of ASEAN. It was first housed at the Department of Foreign Affairs of Indonesia in Jakarta and moved to the current location at 70A Jalan Sisingamangaraja, Jakarta since 1981. Currently, the ASEAN Secretariat (ASEC) is housed at two buildings:

- 1) The Heritage Building which established in 1981. The building has 9 stories with approximately 11,000 sqm in total areas.
- 2) The New Building which established in 2019. The building consists of two towers, and each has 16 stories with approximately 44,000 Sqm in total areas. It is located adjacent to the Heritage Building.

As a high-rise building with 2 towers, the New ASEC Building is equipped with 2 units of cradle hoist for cleaning and building maintenance purpose. In order to operate safely, the cradle hoist needs proper maintenance from experienced vendor who is familiar with the product. This term of reference (TOR) is prepared to provide technical detail and requirement for the maintenance of cradle hoist at New ASEC Building.

II. OBJECTIVE

The objective of this project is to carry out maintenance of cradle hoists at the New ASEC Buildings by conducting periodical check, repair, and parts replacement in order to ensure the safety of the cradle hoist unit.

III. EXPECTED DELIVERABLES

The appointed vendor is expected to fulfill the followings:

1. Properly maintained cradle hoist and passenger boxes in accordance with safety guidelines by local government rules and regulations
2. Maintenance report that record maintenance activities on every visit including record of technical issues and recommended repair action

IV. TECHNICAL SPECIFICATIONS

Currently, there are 2 (two) units permanent cradle hoist construction and passenger box at roof top of North Tower and South Tower New ASEC Building, with following specifications:

Gondola Permanent Telescopic Arm :				
Model	:	GONDOLA PERMANENT		
System	:	Telescopic Arm 12 meter , Slewing Arm , Turn table		
Loading Capacity	:	250 kg		
Lifting Height	:	68.20 meter		
Power	:	380 V / 3 PH / 50 Hz		
Lifting Speed	:	8.0 m / min		
Traveling Speed	:	4.0 m / min		
Turning Speed	:	2.0 m / min		

NO	NAMA MATERIAL	MERK / SPESIFIKASI / NOTE	JUMLAH
1	MOTOR MULTILAYER	MOTOR MGM BA 100 LB4, GEAR BOX MOTOVARIO NMRV 130 $i = 1 : 80$ POWER SUPPLY : 380 V, 3 Ph, 50 Hz, 3 Kw	1
2	MOTOR SLEWING ARM	MOTOR MOTOVARIO NMRV 063, GEAR BOX MOTOVARIO NMRV 130 F $i = 1 : 1250$ POWER SUPPLY : 380 V, 3 Ph, 50 Hz, 0.75 Kw	1
3	MOTOR TRAVER	MOTOR MOTOVARIO NMRV 063, GEAR BOX MOTOVARIO NMRV 130 F $i = 1 : 1250$ POWER SUPPLY : 380 V, 3 Ph, 50 Hz, 0.75 Kw	2
4	MOTOR SWIVEL ARM	MOTOR MOTOVARIO NMRV 040 F $i = 1 : 100$ POWER SUPPLY : 380 V, 3 Ph, 50 Hz, 0.18 Kw	1
5	MOTOR TELESCOPIC ARM	MOTOR MOTOVARIO NMRV 110 F $i = 1 : 50$ POWER SUPPLY : 380 V, 3 Ph, 50 Hz, 1.5 Kw	1

V. SCOPE OF WORKS

The vendor shall furnish all labor, supervision, transportation, tools, materials and supplies necessary to perform maintenance service of the whole cradle hoist system, in accordance with the guidelines established by Local Government laws, rules and regulations. The scope of work consists of but not limited to:

1. Monthly basis preventive maintenance
 - a. vendor should check, repair, fix, and apply lubrication on all of mechanical part such as but not limited to:
 - Gear box wire winder
 - Gear box hoist
 - Travers drive system

- b. vendor should check, repair, and fix all of electrical part such as but not limited to:
 - Drive motors
 - All limit switches
 - Control panel accessories
 - Other control system
- 2. Annual general check of the whole system including the passenger boxes.
- 3. Emergency Repair visit to do repair and maintenance work required to keep systems operational or restore system functionality due to a sudden system failure. Emergency repair shall be provided on the basis of requests and authorizations from ASEC and shall be related to the resolution of specific system malfunctions or deficiencies. Vendor shall perform initial assessment of reported issues and provide a good-faith labor and materials estimate for Emergency Repair work to be performed based on examination of affected systems, and shall perform Emergency Repair work upon approval from ASEC.
- 4. Vendor shall provide experienced technicians with proper skills certification to do the work. Any tools and equipment required to do the work shall be vendor's responsibility, which consist of but not limited to the following:
 - Lifting equipment
 - Hand glove
 - Oil grease
 - Gear box oil
 - Contact cleaner
 - Anti-rust (WD40)
 - Gasket
 - Other tools support as needed

VI. GENERAL REQUIREMENTS

- 1) Vendor shall provide recommendation to ASEC for any additional work required and not covered in this TOR. Vendor to submit quotation to do the additional work and only execute the work upon approval from ASEC.
- 2) Vendor shall assign certified, trained, and licensed operators.
- 3) Vendor shall follow ASEC health protocol and security procedure

VII. DURATION OF SERVICES

The selected vendor shall be committed to perform the services for the duration of one **(1) year** starting from **1 January 2023 to 31 December 2023**.

VIII. QUALIFICATIONS OF VENDOR

The selected vendor shall fulfill the following requirements:

1. Show proof of experience in installation and maintenance of similar cradle hoist by submitting list of past and current customer and experience as well as company legal documentation which mention the specialty of this maintenance service.
2. Show proof of experienced technician in maintenance of cradle hoist by submitting ID of the respective technicians and legal document from Ministry of Manpower Indonesia.
3. The vendor shall be a legitimate company with legal permit to operate in Indonesia, proven by the submission of legal documents of company establishment, company profile, company organization structure, taxpayer identification and other legal documents and applicable licenses