

Terms of reference (ToR) for the procurement of services up to the value of EUR 20,000



General information

Introduction

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH located at the German Development Cooperation Office Addis Ababa seeking a suitable maintenance contractor to provide PREVENTATIVE MAINTENANCE AND REPAIR SERVICES FOR STAND-BY GENERATORS at GIZ Country Office in the scope of work services via the Internal Services Department.

Task Objectives

The objective of this contract is to obtain the services from a reputed, experienced, and qualified contractor who can provide efficient repair and maintenance services to GIZ Country Office Generators as set below in the scope of work.

Duration of work

The contract will commence from the date whereby it is signed by both parties and will be valid for a period of one year with the possibility of extension for another one year subject to the performance and the needs.

Scope of work

STAND BY GENERATORS MAINTENANCE SERVICES

Typical services will include preventive and regular maintenance, tests and repairs for the following items covered under this agreement.

- Primary stand-by generator SDMO
 - 110KW, manufacture date 2005
- Secondary stand-by generator RID:
 - 130 KW, manufacture date 2019
- Diesel Tanks
- Automatic Transfer Switches:

Work Details

Quarterly inspections or 200 hours (at normal condition without dust environment), test and maintenance

All necessary materials shall be provided by the contractor

The quarterly inspection (4 times per year) includes a complete visual inspection and operation of the control panel, electrical connections, automatic transfer switch, all movable parts, oil change, fuel filters and water filters and take appropriate action to correct any faults and defects.

If any repairs are necessary, supply a quote and inform GIZ of the needed repairs.

Inspect Generators as per below list:

- Open all inspection covers and inspect all electrical connections
 - Test breakers for proper operation
 - Clean insulators and bushings
 - Test voltage regulator for proper operation
 - Operate all movable parts to ensure that they move freely
 - Clean and dress contacts as necessary
 - Remove all dust
 - Check gauge calibration
 - Change engine lubrication oil and filters
 - Test strength of coolant and chemical protection level of coolant inhibitors
 - Change fuel filters, clean strainers and verify that fuel supply is open
 - Inspect the exhaust system
 - Clean and lubricate linkages
 - Inspect air filters
 - Inspect all mechanical connections
 - Inspect all belts and hoses and replace if necessary
 - Test and inspect the ignition system
 - Inspect coolant pumps for leaks and external wear
 - Test surge suppressor and rotating rectifier on brushless machines
 - Grease bearings (replace old grease with new)
 - Clean rotor and stator windings using clean compressed air
 - Inspect coupling bolts and alignment
 - Inspect conduits for tightness
 - Remove all dust
 - Cooling system flush and replacement of coolant
 - Generator cooling system flush and replacement of coolant is to be performed in Year 1 of the Agreement. All coolant, disposal, etc. required to perform this maintenance will be included in the firm cost.
 - Correct all the defects found during inspections and tests
- **Any lubricants, oils, filters, etc the disposal fees required to perform the above quarterly maintenance scope will be included in the firm quarterly cost.

Record all inspections, tests and corrective actions and provide report to GIZ Country Office Internal Service Department.

Repairs and emergency service calls

Any repairs will begin after receiving approval from the GIZ Country Office representative.

The work will be issued subsequent an approved quotation received from the contractor.

Hourly rate for work performed on an emergency basis

The hourly rate for work performed on an emergency basis is designed to cover the costs incurred by the Contractor in executing emergency service.

This hourly rate aims to compensate for timely response not to exceed three hours from when the call is placed to the arrival of a service technician.

Availability must be 365 days per year, 24 hours per day 7 days per week.

The hourly rate is to be all inclusive (ie. mileage, truck charge cannot be charged separately).

Service availability

Ensure that the personnel are capable and available to perform the work according to the schedule agreed upon by the Contractor and GIZ Office. Any repairs found during the inspections must be reported to the GIZ Internal Service Department and provide a price to perform the repairs based on contract rates. If GIZ Country Office agrees to proceed with the repairs, work must be completed promptly upon receipt of approval.

A 24-hour 7 days emergency service is included in this contract with a response time not to exceed (3) three hours from when the call is placed to the arrival of a service technician.

The Contractor is to provide a single telephone contact for emergency services.

Removal of debris

Contractor should remove from the work site at the end of each work shift all rubbish (old oil, oil filter etc) or debris generated from the work activity.

Contractor will be responsible to clean the work area and any other space that has been affected by his activity.

Health and Safety

Health and Safety is paramount on the GIZ Country Office property. All employees of the contractor are to strictly adhere to the health and safety guidance provided. Contractor shall take reasonable care of their staff health and safety as well as that of other persons who may be affected by their activities.

The contractor is solely responsible for the care, protection and safety of the works, the site and all things in the work areas. All required Personal Protective Equipment (PPE) are to be provided by contractor to its employee.

The contractor shall be responsible for completing the work, to a high standard and within the required time or sooner.

Reporting

The supplier shall work closely with Internal service department staffs.
All reporting and follow up of work quality, timing and deliverables will be done by Internal service department staffs.

Service fee

GIZ Office Addis Ababa shall effect a payment in ETB on a quarterly basis after performance of services, acceptance of services performed and written request.