

Terms of Reference (TOR)
for the Provision of Preventive Maintenance for the UN Common Premises in São Tomé
and Príncipe

The United Nations in São Tomé is planning to solicit proposals from interested companies for the Provision of High Quality Daily Preventive Maintenance of air conditioners and electrical wiring in the UN Common Premises at Avenue of United Nations, São Tomé.

The following, but not limited to, are the services to be performed by the company:

- Effective provision of preventive maintenance services for the assigned premises/space.

All Personnel (including a supervisor), maintenance equipment and materials are to be provided by the company.

Scope of Services and Requirements:

1. Areas to be covered by the requested maintenance services:

The UN Premises to be covered by the requested maintenance services include:

- Ground floor to third (3) floor of the UN Building. Each floor includes closed and open office spaces, twelve (12) bathrooms, three (3) meeting rooms and four (4) kitchenettes. Approximately 15 staff per floor.
- Three (3) staircases.
- One UN Conference Room at the ground floor
- Small Cafeteria at the ground floor.
- Building entrance including guard house.
- Two (2) bathrooms at the Ground Floor level/Building entrance.
- 70 offices

2. Requested Services:

2.1 Daily requested services:

- Electrical Wiring and air conditioners.
- Do replacement of light bulbs as needed
- Do inspection of all fire extinguishers installed at the UN House and report to UNDP Operations the need for replacement or revision.
- Give training to the UN staff as well as to the security guards on how to use fire extinguisher.
- Painting and maintenance of interior and external walls.
- Do maintenance of car park
- Carpentry (aluminum and wood work).
- Plumbing.
- Roof, ceiling and drainage (cleaning and maintenance)
- Other similar works.
- Present task report monthly.

3. Contractor's personnel:

- The Company shall be responsible for arranging the transportation of its personnel to and from UN premises.
- A great attention should be given to the good presentation and appearance of the maintenance personnel.
- The personnel shall be dressed in uniforms showing the Company's badge and their name identification.

4. Working days and times:

- **The maintenance team shall have the following shifts:** Monday to Thursday, from 8:00 hours to 12:30 hours and from 14:30 hours to 17:30 hours. On Friday, the team shall work from 8:00 hours to 14:30 hours.
- No changes in the agreed days or time can be made without prior clearance by the UN Office.