

REQUIREMENT SCOPE FOR PREVENTIVE AND CORRECTIVE MAINTENANCE OF SHREDDER MACHINE (Ref: BELTS/LD-EH&S/0125/016)

1. MACHINE DETAILS

Model: -

Serial Number: ZSY:80

Supplier: AsiaEuro-Tech Sdn Bhd

Location: ESH No.2 Ammunition Depot Penanjong Garisson.

2. OVERVIEW

2.1 We are looking for a suitable vendor to conduct surveys on our machine and produce a comprehensive maintenance plan, which consists of preventive and corrective maintenance.

2.2 The plan should cover maintenance for a period of 3 years (36 months).

2.3 The maintenance services shall cover the scope as detailed below.

2.4 All the requirements above are indicators to be included in the vendor's proposal. Any deviation or additional items that the vendors found necessary during the surveys shall be included in the proposal.

3. MAINTENANCE PLAN

3.1 **Routine Inspection Check:** Create a template form for BELTS staff to perform inspections prior to each machine operation.

3.2 **Scheduled Servicing:** Preventive Maintenance tasks required for every quarter. For each schedule, checks and inspections to be made on all the parts, and ensure necessary adjustments are made as well as replacements to any worn parts. This needs to take place when the machines are not in operation and require approval from BELTS before maintenance is carried out.

3.3 **Corrective Maintenance:** Maintenance Support is required to be on standby in case of machine breakdown with ability to rectify within 5 working days, with assurance of spare parts availability. This shall be upon notification from BELTS.

3.4 Maintenance Reports: Detailed reports of the maintenance activity are required on a quarterly basis. This includes detailed reports on each preventive and corrective maintenance activity that has taken place.

4. MAINTENANCE PRICING

Vendor to quote Unit and Total amount in BND.

No	Description	No. of Services (3 years x Quarterly)	Unit Amount BND	Total Amount BND
1	Quarterly Maintenance Service	12		

5. QUARTERLY PREVENTIVE MAINTENANCE SCHEDULE

Below are indicative columns showing required inputs. Vendor may provide more comprehensive details and additional items based on surveys conducted.

Item No	Description	Procedure	Condition	Action
Example	Input Conveyor	Lubrication, Tension check	Check for wear on belts	Belts replaced
1	Shaft			
2	Electric Box			
3	Blade			
4	Allow spindle			
5	Bearing			
6	Chamber			
7	Main motor			
8	Reducer			
9	Rack square steel			
10	Channel steel			
11	Flat steel			

12	Spacer bush			
13	Nipple Point			
14	Bolts & Nuts			
15	Gear			
16	Belting			
17	Conveyor			
18	Steel Wire Filter			

6. SPARES

Upon completion of the preliminary survey, the minimum number of spares and consumables are to be proposed by vendor and submitted to BELTS. Price for such spares is to be submitted based on the spares unit rate and will supply upon approval.

7 SPARE PARTS PRICE LIST

The vendor is to propose supply of spare parts at the below rate upon requirement during the maintenance period. The list is indicative, and the vendor may recommend their list based on relevancy according to their surveys.

Item No	Description	Recommended Qty	Unit Rate BND	Schedule of replacement (Interval period)
<i>Example</i>	<i>Input Conveyor</i>	<i>1</i>	<i>500.00</i>	<i>12 months</i>
1	Shaft			
2	Electric Box			
3	Blade			
4	Allow spindle			
5	Bearing			

6	Chamber			
7	Main motor			
8	Reducer			
9	Rack square steel			
10	Channel steel			
11	Flat steel			
12	Spacer bush			
13	Nipple Point			
14	Bolts & Nuts			
15	Gear			
16	Belting			
17	Conveyor			
18	Steel Wire Filter			

8. TRAINING

8.1 Other than ensuring comprehensive maintenance, the vendor is also required to provide training for operations, troubleshoot performance as first-level maintenance of the machine

8.2 This should also cover training-the-trainers in which the trainee shall be able to possess the skills not only to learn the craftsmanship needed but also the skill to pass on the information in a correct, structured manner.

8.3 The vendor is required to produce operations manual and maintenance manual as documents for reference.

8.4 Scope for Maintenance Training:

8.4.1 Basic introduction to the structure and functions of the machine.

8.4.2 Preventive maintenance concepts.

8.4.3 Maintenance procedures.

8.4.4 Troubleshooting basics.

8.4.5 Line replacement procedures.

8.5 Scope for Operational Training:

8.5.1 Basic understanding of how to operate the system.

8.5.2 Start/stop of the machine.

8.5.3 Personnel and machine safety.

9. STATEMENT OF TECHNICAL COMPLIANCE MATRIX

The table below refers to vendor compliance with requirements as mentioned in this document. The vendor is to provide input on the column 'Compliance' and provide remarks where necessary.

Clause No.	Sub-Clause No.	Compliance Yes/No/Partial	Remarks
2	2.2		
3	3.1		
3	3.2		
3	3.3		
3	3.4		
5	-		
6	-		
8	8.1		
8	8.2		

8	8.3		
8	8.4.1		
8	8.4.2		
8	8.4.3		
8	8.4.4		
8	8.4.5		
8	8.5.1		
8	8.5.2		
8	8.5.3		