



Republika ng Filipinas
Lungsod ng Quezon
Ragawaran ng Lingkurang Panlahat



GENERAL SERVICES DEPARTMENT
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QUARTERLY PREVENTIVE MAINTENANCE OF GENERATOR SETS WITHIN THE QUEZON CITY H ALL COMPOUND AND UNDERPASSES

I. RATIONALE AND BACKGROUND

The Quezon City Government, under the present administration, seeks to maintain safe and sound working environment for the benefits of the officials, employees and transacting public within the Quezon City Hall Compound.

II. PROJECT OBJECTIVES

The projects primary objective is to maintain continuous operations of the Electrical Facilities in the events of power interruptions.

III. PROJECT SCOPE OF WORK

- Check and clean automatic transfer switch.
- Check and clean Generator
- Check and clean Generator shed /house
- Check fuel level, must be at least 70% full
- Check for any leak (fuel tank, engine, filters, coolant and other components.
- Check engine filter, fuel filter, oil filter and coolant filter.
- Check if components are properly closed/ covered
- Check motor oil, coolant and battery water level.
- Check battery connections and measure terminal voltage.
- Check battery charger and DC voltage measured by the system.
- Check ventilation system of engine and the shed.
- Testing and commissioning.
- Check pre-heating and cooling down operations.
- Check the following parameters: Voltage (1, 2 and 3), Current (1, 2 and 3), Power factor, Frequency, Speed, Water temperature and oil pressure.
- Record all acquired data.
- Submit service report stating preventive maintenance activities, checked, repaired and troubleshoot components, countersigned by an authorized CGSD representative.

IV. RESPONSIBILITIES OF THE CONTRACTOR:

- Provide qualified technicians, tools, supervision and equipment necessary to conduct semi-annual preventive maintenance check-up and corrective repairs as per attached scope of works.
- Conduct operation/maintenance training and issue certificate of participation.

- Minor repair and adjustments as per required in the periodic schedule shall be undertaken at no cost to the end user. Quotation to supply spare parts and other materials shall be submitted for approval prior to installation and billing.
- Service reports will be accomplished at the site and copies shall be submitted to the customer's representative at the site with the latter's written acknowledgement on it, right after rendering services.
- Provides advance schedule of visits to ensure full coverage of the enrolled units. Advance notice of changes in the schedule shall be communicated with dispatch by either party.
- Train on site the owner's operator on the proper operation and maintenance activities. Provide a 24 to 48 hours servicing capability as needed for emergency.
- Keep a complete generator set record that will be vital for determining cause of any trouble that might occur. Provide updated list of contractor's contact person, telephones and phone numbers in case of emergency.
- The following items shall be provided by the contractor's cost: This is applicable to all enrolled units.

➤ **ITEMS:**

1. Battery
2. Battery trickle charger
3. Coolant
4. Oil
5. Fuel Filter
6. Oil Filter
7. Coolant Filter
8. Distilled Water
9. Fuse and Fuse holder
10. Wiring/control/wire
11. Thermostat
12. Pressure switch
13. Belt
14. Relays
15. Timers
16. Button/Switches

- No load testing of all generator sets enrolled every two weeks and assessing all units for possible defects.
- With load testing of all generator sets annually.

V. EQUIPMENT ENROLLED

ITEM NO.	Unit	Specification
1	High Rise Building	Caterpillar 875 kVA, 700kW
2	Legislative Building	Cummins 754 kVA, 603 kW

3	Annex Building	Cummins 625 kVA, 500 kW
4	Civic Center A & B	Cummins 1,265 kVA, 1,012 kW
5	Civic Center C	Stamford 444 kVA, 355 kW
6	Civic Center D	Cummins 750 kVA, 600 kW
7	Civic Center D	Cummins 1000 kVA, 910 kW
8	Civic Center E	Supermaly 687.5 kVA, 550 kW
9	Civic Center F	Cummins 1000 kVA, 910 kW
10	Civic Center F	Cummins 1000 kVA, 910 kW
11	NGO	Cummins 385 kVA, 313 kW
12	DRRMO	Cummins 385 kVA, 313 kW
13	DPOS	Cummins 385 kVA, 313 kW
14	Multi-level Parking	Cummins 187 kVA, 170 kW
15	Library	Westinpower 270 kVA, 216 kW
16	QMC Underpass	Perkins 132 kVA, 105 kW
17	Philcoa Underpass	Perkins 120 kVA, 96 kW

V. RESPONSIBILITIES OF THE END-USER

- Makes the equipment available for check-up as per scheduled. Access permits shall be processed and issued by the end-user in advance to avoid delay.
- Provides the needed materials or spare parts when needed to avoid unnecessary delays in the conduct of the maintenance check-up or repairs.
- Issues the purchase order to cover spare parts and consumables supplies in case it opts to consider the contractor offer to supply. Also issues written notice to proceed with the job ordered for non-preventive maintenance activities that are billable to the customer.
- Performs check-up of equipment to include walk-around and ocular inspections of the liquid level and leaks, recording and updating of the operation and maintenance log sheet.
- Calls the attention of the contractor on matters that need to be improved or notifies all concerned so that systems improvement can be continuously undertaken to correct deficiencies in due time.
- Reports unusual performance or condition of the equipment to the contractor so that corrective repair can be undertaken at once.

VI. PROJECT DURATION

The project has one (1) year duration upon issuance of the Notice To Proceed but shall be undertaken under the supervision of an authorized CGSD representative duly signed in the service reports.

VII. WARRANTY

- Warranty is meant to express the integrity of the labor and material supplied under normal use of the equipment to be free from defects. Damage due to normal wear and tear is not covered by warranty. Moreover, consequent damages due to operational cause or natural events beyond control of man are not warrantable.
- The Contractor shall give three (3) months warranty on labor performed.
- Spare parts supplied by the contractor shall carry a three (3) months limited warranty from the time of installation.
- Warranty repairs do not extend any further life to the supplier's basic warranty terms and conditions for the equipment.
- Warranty repair cost is limited only to the cost of supplied items to bring the equipment in operation prior to the warranty repair.

VIII. BUDGET AND BASIS OF PAYMENT

- The City Government has set on approved budget for the Contract Two Million Two Hundred Eighty Five Thousand Three Hundred Forty Five Pesos/08 (2,285,345.08)
- Every Quarter payment based on accomplishment report.

IX. DELIVERY PERIOD

One (1) year.

Submitted by:


FEB. BASS
Officer-in-Charge
City General Services Department

BGMD/cuv-TOR generator sets 100421