



Republika ng Pilipinas

Lungsod ng Quezon

Ragawaran ng Lingkurang Panlahat

GENERAL SERVICES DEPARTMENT

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TERMS OF REFERENCE FOR THE OPERATION AND PREVENTIVE MAINTENANCE SERVICE OF THE QUEZON CITY HALL LAGOON FOUNTAIN

I. Rationale

The Quezon City Government (the "City") has installed a state-of-the-art fountain as part of the development of the Quezon City Hall Lagoon. The fountain provides daily free entertainment to park goers. Due to its highly complex nature, it is necessary and practical to avail the services of a company with resources, equipment, trained personnel and expertise fully capable of operating, maintaining and repairing the said fountain with minimal downtime and at a reasonable cost. This Terms of Reference (TOR) is prepared as part of the selection process for private contractors that will most serve the interest of the City Government and its inhabitants in maintaining the beauty of the fountain and preserve the City's capital investment.

II. Objective

This TOR is crafted for the City to avail itself of a service provider (the "Service Provider") that has the expertise to efficiently operate and maintain the Quezon City Hall Lagoon Fountain.

III. Scope of Operation and Preventive Maintenance Services

The scope of operation and preventive maintenance services for the Quezon City Hall Lagoon Fountain shall include, but not limited to, the following, viz:

a) Fountain Nozzles, Filter System and Valves

- a) Filter Systems and valves are to be services whenever needed to maintain the desired water effects.
- b) Adjustment and calibration of fountain nozzles whenever needed.
- c) Supply and replacement of parts whenever needed.

b) Pump Maintenance

- a) Checking of electrical and mechanical condition of the fountain pumps.
- b) Repair and rehabilitation of pumps whenever needed.
- c) Supply and replacement of parts whenever needed.

3. Maintenance on Control System

- a) Programmed Fountain Controls are all checked that they are in good working condition.
- b) Magnetic switches, circuit breakers and automation electronic are to be checked as often as needed for loosed terminals and worn-out parts to minimize down time.
- c) Supply and replacement of parts whenever needed.

VISION : *The General Services Department envisions itself to be a Quality Community within the Quezon City Government by delivering responsive and quality general services through committed, service-oriented and technologically advanced personnel.*

MISSION : *We provide the delivery of general services to the Quezon City Government and its constituents that are: EFFECTIVE, EFFICIENT and ECONOMICAL.*

4. Lamp Maintenance

- a) Checking lighting controls, fountain lamp components replacements and installation of busted components on the needed basis.
- b) Supply and replacement of parts whenever needed.

5. Inspection and Cleaning

- a) General inspection that all water features are operating per desired performance.
- b) Draining and cleaning of fountain pool whenever needed, including water treatment.

6. Fountain Operation

- a) A fountain operator will be assigned whenever the fountain is required to operate.
- b) Fountain operator salaries and allowances.
- c) Coordination with City General Services Department regarding fountain operating time.

7. Project Duration

The project has Twelve (12) months duration upon issuance of Notice to Proceed, but shall be subjected to a regular performance rating by the CGSD. The City has the right to terminate the contractor if found to be performed unsatisfactorily.

8. Budge and Basis of Payment

The City Government has set on Approved Budget for the Contract (ABC) of **Five Hundred Eighty Thousand Eight Hundred Pesos (Php. 580,800.00)** for Twelve (12) months.

FIXED PRICE CONTRACT payable in Twelve (12) months amounting to **Forty-Eight Thousand Four Hundred Pesos (Php. 48,400.00) per month**, payable every end of the month.

9. Delivery Period

Twelve (12) months

Submitted by:


FE B. BASS

Officer-In-Charge
City General Services Department
