

TERMS OF REFERENCE (TOR) SUPPLY, INSTALLATION, TESTING, COMMISSIONING AND REPLACEMENT OF AUTOMATIC TRANSFER SWITCH ASSEMBLY OF ANNEX BUILDING

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 DESCRIPTION

This project is to maintain continuous operations of the Electrical power supply in the event of power interruptions for safety and compliance to the Electrical Code of the Philippines.

III. PROJECT SCOPE OF WORK

The scope of work under this project aims to ensure attainment of the project description. The following are the minimum activities to be undertaken to pursue the aim.

- a) Coordination with CTO Management, CGSD electricians, Security personnel and Meralco for the shutdown and termination activities.
- b) Inspection of the whole electrical facility including the generator.
- c) Dismantling of old defective Automatic Transfer Switch Assembly including all power cables and auxiliaries.
- d) Safekeeping of the equipment in a secured area to be turned over to CGSD MPMCD.
- e) Provide temporary power supply for essential loads if deemed necessary to be requested and validated by CGSD.
- f) Supply and installation of brand new ATS with identical specification to the existing.
- g) Configuration and termination of the ATS to Meralco and generator power cables and auxiliaries.
- h) Conduct insulation resistance testing.
- i) Testing and commissioning to be witnessed by CGSD authorized representative.
- j) Submission of the documentation with corresponding pictures signed by the licensed Electrical Engineer.
- k) Conduct minor repairs and replacements if needed.
- l) General housekeeping.
- m) Restoration works.

IV. AREA OF COVERAGE

The replacement of Automatic Transfer Switch Assembly inside the Switchgear room in front of the Annex building shall serve the entire building in the event of power interruption

V. PROJECT STANDARDS & REQUIREMENT

The following are the minimum qualifications and requirements for the contractor:

❖ Track record

- The service provider should have at least one (1) year actual experience in Electrical services such as Low Voltage Switchgears installation, repair and maintenance.

❖ Organization

- The Contractor should submit its detailed organization chart which should indicate an established organizational structure of technical personnel to show its capability to undertake the project.

❖ Manpower

- The Contractor shall provide at least three (3) Electrical personnel wearing proper personal protective equipment in conducting the replacement of the electrical equipment.
- All services to be rendered must be supervised by a duly licensed Master Electrician and duly licensed Electrical Engineer whom are required to provide Certificate of Registration and License.

VI. PROJECT DURATION

Thirty (30) calendar days upon issuance of Notice to Proceed.

VII. APPROVED BUDGET FOR THE CONTRACT

The City has set an Approved Budget for the Contract (ABC) of Two Million Pesos (2,000,000.00 Php)

❖ No Price Adjustment

- ❖ The Project cost shall be fixed and there shall be no price adjustments applicable for the duration of the contract except when the operations cost are increased by more than 10% as a result of any extraordinary circumstance as determined by the National Economic Development Authority (NEDA). Pursuant to the provisions of RA 9184 and its IRR on

contract price escalation, all contract price escalation shall be approved by the Government Procurement Policy Board (GPPB).

VIII. BASIS OF PAYMENT

One-time payment upon completion of the scope of work.

IX. PENALTIES FOR BREACH OF CONTRACT

Failure to deliver the services according to the standards and requirements set by the City shall constitute an offense and shall subject the Contractor to penalties and/or liquidated damages pursuant to RA 9184 and its revised Implementing Rules and Regulations.

X. CANCELLATION OR TERMINATION OF CONTRACT

The guidelines contained in RA 9184 and its revised IRR shall be followed in the termination of any service contract. In the event the City terminated the Contract due to default insolvency, or for cause, it may enter into a contract pursuant to RA 9184 and its IRR.

Submitted by:

(Sgd.) FE B. BASS
Officer-In-Charge
City General Services Department

Technical Specifications Form

ITEM NO.	ITEM	DESCRIPTION / SPECIFICATION
1	AUTOMATIC TRANSFER SWITCH ASSEMBLY	2 units circuit breaker 3200AT, 3200AF, 3 pole, 65 KAIC, 230V Fixed type, electrically and manually operated With shunt trip, 240VAC 1 unit ATS Controller 1 unit Cable Mechanical interlock set 1 unit NEMA1, free standing enclosure, powder coated wrinkled gray 800mm W x 1900mm H x 900mm D

Cost Derivation (If Applicable):

Market Study i.e. canvass, research, quotation (If Applicable):

PREPARED BY:

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NOTED:

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