



*Republika ng Pilipinas*

*Lungsod ng Quezon*

*Ragawaran ng Lingkurang Panlahat*

**GENERAL SERVICES DEPARTMENT**

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**TERMS OF REFERENCE (TOR)**  
**PREVENTIVE MAINTENANCE OF GENERATOR SETS**

**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, Underpasses and Central Warehouse, which are under the jurisdiction of the City General Services Department.

**II. PROJECT OBJECTIVES**

The project primary objective is to maintain continuous operations of the electrical facilities in the events of power interruption.

**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, refill of fuel if necessary.
- Check for any leak (fuel tank, engine, filters, coolant, batteries and other components).
- Check engine filter, fuel filter, oil filter and coolant filter.
- Check if all components are properly closed or 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 and calibrate pre-heating and cooling down operations. Pre-heating time must not exceed 3 minutes and the cooling down must not exceed 5 minutes.
- Check the following parameters: Voltage (Lines 1, 2 and 3), Current (Lines 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, troubleshooted and calibrated components, countersigned by an authorized CGSD representative.

**RESPONSIBILITIES OF THE CONTRACTOR:**

- Provide qualified technicians, tools, supervision and equipment necessary to conduct preventive maintenance check-up and corrective repairs as per attached scope of works.
- Provide qualified/certified hauler of generator sets' hazardous waste as mandated by the Department of Environment and Natural Resources (DENR).



- Provide manpower assistance to any activities concerning the generator sets including the testing proper of the generators as required by the DENR.
- Conduct operation/ maintenance training and issue corresponding 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 end user'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 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., telephone and phone numbers in case of emergency.
- The following items shall be provided by the contractor's cost if necessary. This is applicable to all enrolled units.
- ITEMS:
  1. Battery
  2. Battery trickle charger
  3. Coolant
  4. Distilled water
  5. Fuse and fuse holder
  6. Wiring or control wire
  7. Thermostat
  8. Pressure switch
  9. Belt
  10. Relays
  11. Timers
  12. Buttons/switches
- Once a year change of engine oil, fuel filter, coolant filter and oil filter, to be scheduled subject to approval of the end user.
- No load testing of all generator sets enrolled every two weeks and assessing all units for possible defects and submit service reports indicating status of all enrolled units.
- With load testing of all generator sets and automatic transfer switches annually.

## **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 major spare parts not included in the items to be provided by the contractor as indicated in the responsibilities of the contractor, to avoid unnecessary delays in the conduct of the maintenance check-up or repairs.
- Issues the purchase order to cover spare parts and consumable 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.

#### IV. AREA OF COVERAGE

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
18	Archival Building	AGG 400 kVA, 320 kW
19	Central Warehouse	AGG 313 kVA, 250 kW
20	Quezon Ave. cor. EDSA pumping station	Cumper 270 kVA, 216 kW

The Preventive Maintenance of Generator Sets involve all Quezon City Local Government Unit-owned generator sets within the Quezon City Hall Compound, Philcoa Underpass, Quezon Memorial Circle Underpass, Quezon Ave. cor. EDSA pumping station, Archival Building and Central Warehouse Building located at Amoranto.

#### V. PROJECT STANDARDS & REQUIREMENT

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

##### ❖ Track record

- The service provider should have at least three (3) years actual experience in generator preventive maintenance, repair or installation.

❖ 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) technical personnel wearing proper personal protective equipment in conducting the preventive maintenance of the enrolled units.

All services to be rendered must be supervised by an accredited Safety Officer or duly licensed Electrical Engineer or Mechanical Engineer whom are required to provide Certificate of Registration and License.

## VI. 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 of 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.

## VII. APPROVED BUDGET FOR THE CONTRACT

The City Government has set on approved budget for the Contract of **ONE MILLION NINE HUNDRED EIGHTY TWO THOUSAND SIX HUNDRED EIGHTEEN AND 34/100 PESOS ONLY (P 1,982,618.34). Approved Budget Contract (ABC) until December 31, 2023.**

❖ 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 is 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

Three (3) times until December 31, 2023, payment based on the accomplishment report.

## 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.

**XI. DELIVERY PERIOD**

The project has duration until December 31, 2023 upon issuance of the Notice to Proceed.

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Noted:

  
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BGMD/cj-TOR prev maint of genset 2023 092722