



TERMS OF REFERENCE (TOR)

INSTALLATION OF FIRE EXIT ALARM DEVICES AT FIRE EXITS OF VARIOUS BUILDINGS WITHIN QUEZON CITY HALL COMPOUND

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 buildings.

II. PROJECT OBJECTIVES

The project primary objective is to reduce the risks of the frequent usage of fire exit doors of various buildings for unofficial businesses and prevent these devices from breakage which could result to breach of security of Offices/Departments affected.

III. PROJECT SCOPE OF WORK

- Installation of Fire door alarm with siren and blinker at every fire exit door specified at Area of Coverage.

Specifications:

1. Alarm will be activated by opening the fire exit door and deactivated once the door is closed.
 2. Alarm siren at least 100 decibels with LED blinker.
 3. Alarm siren is equipped with key driven-activation and dis-alarming switch, for maintenance and other related activities.
 4. Alarm system is powered by a 220 volts supply.
- Every door alarm is to be connected to the supply of nearest emergency light or fire exit light.
 - Incorporation of wires in a plastic molding or metal flexible hose, whichever is applicable.
 - Installation of isolation switch of the device in provision for the maintenance works to be done within the fire exit stairway.
 - Installation of highly visible 6" by 6" reflectorized red signage using heavy duty sticker (S T O P, EMERGENCY EXIT ONLY, THIS DOOR IS ALARMED)
 - Submit service report countersigned by an authorized CGSD representative.
 - Conduct operation/ maintenance training concerning the security door alarm system and issue corresponding Certificate of Participation.
 - Testing and commissioning.
 - Restoration of any damages that may occur during the conduction of the scope of works.

IV. AREA OF COVERAGE

ITEM NO	BUILDING	Floors/Area
1	High Rise Building	14 th floor, East Wing 12 th floor, East & West Wings 11 th floor, East & West Wings 10 th floor, East & West Wings 9 th floor, East & West Wings 8 th floor, East & West Wings 7 th floor, East & West Wings 6 th floor, East & West Wings 5 th floor, East & West Wings 4 th floor, East & West Wings 3 rd floor, West Wing 2 nd floor, East Wing
2	Civic Center A	8 th floor 7 th floor 6 th floor 5 th floor 4 th floor 3 rd floor 2 nd floor Ground floor
3	Civic Center B	8 th floor 7 th floor 6 th floor 5 th floor 4 th floor 3 rd floor 2 nd floor Ground floor
4	Civic Center C	3 rd floor, East & West Wings 2 nd floor, East & West Wings Ground floor, East & West Wings
5	Civic Center D	6 th floor, East & West Wings 5 th floor, East & West Wings 4 th floor, East & West Wings 3 rd floor, East & West Wings 2 nd floor, East & West Wings Ground floor, East & West Wings
6	Civic Center F	6 th floor, East & West Wings 5 th floor, East & West Wings 4 th floor, East & West Wings 3 rd floor, East & West Wings 2 nd floor, East & West Wings Ground floor, East & West Wings

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 installation of electrical and alarm system.

❖ 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 electrical practitioner whom are required to provide certificate of training or corresponding 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 six (6) 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 **NINE HUNDRED NINETY-EIGHT THOUSAND THREE HUNDRED PESOS ONLY (P998,300.00)**.

❖ 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

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.

XI. DELIVERY PERIOD

The project has two (2) months duration from upon issuance of the Notice to Proceed.

Submitted by:


FE B. BASS
Officer-in-Charge
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BGMD/cj-TOR installation of fire exit alarm devices at various bldg. fire exit 012323