



TERMS OF REFERENCE (TOR) PREVENTIVE MAINTENANCE OF HIGH AND LOW VOLTAGE SWITCHGEARS SERVICING 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.

II. PROJECT OBJECTIVES

The preventive maintenance of High and Low Voltage Switchgears is to maintain continuous operations of the Electrical power supply of various buildings within the Quezon City Hall Compound 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 Objectives.

The scope of work for the Preventive Maintenance High & Low Voltage Switchgears of various buildings as indicated in the Area of Coverage shall include, but not limited to, the following:

- Preventive Maintenance proper:
 1. Safety inspection of all electrical facilities, perform short circuit analysis on circuit breakers and insulation resistance test.
 2. Conduct switch testing and terminal re-tightening.
 3. Conduct cleaning and vacuuming of all MDP's and insulation test and re tightened, conduct continuity test.
 4. Conduct switchgear insulated test, minor refurbishment and re-lubrication.
 5. Switchgear bus insulated and cable joints testing, identify loose connection and rectify.
 6. Re-torque connection to panel board, checking of lock-out tags.
 7. Provide safety signs and tagging of all electrical equipment from main breakers to branches.
 8. Conduct safety inspection, cleaning, vacuuming, switch testing terminal retightening and perform short circuit analysis and insulation resistance test on all distribution panels.
 9. Installation of aluminum expanded metal sheet on all outdoor electrical facilities' louver door to prevent penetration of dried leaves and other foreign materials.
 10. Submission of organized inventory with proper tagging.
 11. Submission of the Preventive Maintenance documentation with corresponding pictures.

12. Provide data/test results.
13. Submit findings and recommendation.
14. Testing and Commissioning.
15. Restoration of any damages that may occur during the conduction of the scope of works.

- Liabilities of Service Provider:

1. The Service Provider shall indemnify and keep indemnified the City against all losses and claims for injuries or damage to any person or property whatsoever which may arise or consequence of the performance of this agreement and against al claims, demands, proceedings, damages, cost, charges and expenses whatsoever in respect of or in relation thereto.
2. The Service provider agrees that the City shall be free from any liability to any accident during the implementation of the contract.

IV. AREA OF COVERAGE

1. Annex Building Main Circuit Breaker (MCB) and all distribution panels.
2. Civic Center Building A Main Circuit Breaker (MCB) and all distribution panels.
3. Civic Center Building B Main Circuit Breaker (MCB) and all distribution panels.
4. Civic Center Building C Main Circuit Breaker (MCB) and all distribution panels.
5. Civic Center Building D two (2) units High Voltage Switchgears (HVSG), two (2) units Main Circuit Breakers (MCB) and all distribution panels.
6. Civic Center Building E Main Circuit Breaker (MCB) and all distribution panels.
7. Civic Center Building F two (2) units High Voltage Switchgears (HVSG), two (2) units Main Circuit Breakers (MCB) and all distribution panels.
8. NGO Building Main Circuit Breaker (MCB) and all distribution panels.
9. DRRMO Building Main Circuit Breaker (MCB) and all distribution panels.
10. DPOS Building Main Circuit Breaker (MCB) and all distribution panels.
11. Library Building Main Circuit Breaker (MCB) and all distribution panels.
12. Community Center Building Main Circuit Breaker (MCB) and all distribution panels.
13. Police Detachment Main Circuit Breaker (MCB) and all distribution panels.
14. Multi-Level Parking Building Main Circuit Breaker (MCB) and all distribution panels.

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 Electrical services such as High and 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 seven (7) Electrical practitioner wearing proper personal protective equipment in conducting the preventive maintenance.
- All services to be rendered must be supervised by an accredited Safety Officer, duly licensed Master Electrician and duly licensed Electrical Engineer whom are required to provide Certificate of Registration and License.

VI. PROJECT DURATION

Sixty (60) calendar days upon issuance of Notice to Proceed.

VII. WARRANTY

The contractor shall provide six (6) months warranty of the Preventive Maintenance workmanship.

VIII. APPROVED BUDGET FOR THE CONTRACT

The City has set an Approved Budget for the Contract (ABC) of TWO MILLION SIX HUNDRED ONE THOUSAND FIVE HUNDRED TWELVE PESOS & 31/100 ONLY (2,601,512.31)

❖ 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).

IX. BASIS OF PAYMENT

One-time payment upon completion of the preventive maintenance.

X. 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.

XI. 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.

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BGMD/euv-TOR prev maint of high & low voltage switchgear various bldg.s within compound 012323