

TERMS OF REFERENCE (TOR)
REPAIR OF FIRE DETECTION AND ALARM SYSTEM OF CIVIC CENTER
BUILDINGS A & B, QUEZON CITY HALL COMPOUND

I. RATIONALE AND BACKGROUND

The Quezon City Government, under the present administration, seeks to maintain safety and respond immediately in the event of fire emergencies for the benefits of the officials, employees and transacting public within the Quezon City Hall Compound.

II. PROJECT OBJECTIVES

The project primary objective is to maintain standard operation of Fire Detection and Alarm System that will be beneficial in the event of fire emergencies and as compliance to the RA 9514 referred to as the Fire 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 following are the minimum activities to be undertaken to pursue the aim. The scope of work shall include, but not limited to, the following:

- 1. Conduct pre-inspection of all mechanical, electrical and electronic equipment of the Fire Detection and Alarm System (FDAS), all additional defective spare parts should be validated defective by CGSD authorized representative.
- 2. Submission of work plan at least 3 days before the proposed repair schedule for proper coordination, information dissemination and prior rescheduling.
- 3. Dismantling of defective spare parts, devices and wirings of the system as indicated in the Area of Coverage.
- 4. Supply and installation of Fire Alarm Control Panel, Smoke Detector, Manual Pull Station, Fire Alarm Bell and wiring.
- 5. All fixtures and devices should be working in good and standard condition.
- 6. Testing and commissioning.
- 7. Coordination with the occupants of the building.
- 8. General housekeeping after the completion of scope of work.
- 9. Restoration of any damages during and after the completion of the scope of work.
- 10. The contractor shall submit service reports stating the status of all devices, fixtures and the entire Fire Detection and Alarm System including their recommendations and quotations.

COMMERCE BUILDING (Civic A)

Materials	Qty	Unit
Conventional Fire Alarm Control Panel	1	Set
Smoke Detector	89	Piece
Manual Push Station	34	Piece
Fire Alarm Bell	34	Piece
TF wires # 16	70	Roll
Electrical tape	20	Roll

PUBLIC WORKS BUILDING (Civic B)

Materials	Qty	Unit
Conventional Fire Alarm Control Panel	1	Set
Smoke Detector	89	Piece
Manual Push Station	34	Piece
Fire Alarm Bell	34	Piece
TF wires # 16	70	Roll
Electrical tape	20	Roll

SPECIFICATIONS:

Fire Alarm Control Panel

120/240 VAC
50/60 Hz (autoselect)
10-zone capacity
2 back-up batteries
3A power supply with battery charger
5 Class B Initiating Device Circuit (IDC)
Class B/ Class A Notification Appliance Circuit (NAC)
On-board Digital Alarm Communicator Technology (DACT)
Flexible initiating circuit monitoring
Extensive programmable control capability
LCD annunciated circuit-specific 20-character custom labels

Smoke Detector

Photoelectric type
Mounted in base
Weight: .25 lbs
Dimensions: 4 x 4 x 2 inches
Voltage: 15 to 32 VDC
Standby current: 100 µA @ 24 VDC
Alarm current: Up to 86 mA maximum
Air Velocity Range: 0-2000 ft/min (0-610m/min)
UL Listed Temp. Range: 0° to 38°C
Color: Frost white
Dimensions: 4-7/8" diameter x 1-7/8" H
Base: 124 mm x 48 mm

Manual Pull Station

Activation: Pull lever
Weight: 1.00 lb
Color: Red
Operation: Key reset, Single-action
Surface or semi-flush with standard boxes

Fire Alarm Bell

Size: 6" in diameter (150mm) * 60mm
Power: 24V DC (Nominal voltage)
Audio alarm: ≥ 95dB
Working current: ≤ 25mA
Metal gong
Polarized
Built-in diode
Color red

***Including Installation, Programming, Testing and Commissioning

IV. AREA OF COVERAGE

The Repair of Fire Detection and Alarm System within Quezon City Hall Compound is listed as follows:

COMMERCE BUILDING (Civic A)	-	All floors
PUBLIC WORKS BUILDING (Civic B)	-	All floors

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, repair and maintenance of Fire Detection 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 repair of Fire Detection and Alarm System

All services to be rendered must be supervised by an accredited Safety Officer who is required to provide Certificate of Registration and License.

VI. WARRANTY

The contractor shall provide six (6) months warranty for the spare parts and workmanship. Any parts found defective unrelated to the repair indicated in this contract shall be quoted separately.

VI. APPROVED BUDGET FOR THE CONTRACT

The City has set an Approved Budget for the Contract (ABC) of One Million Nine Hundred Ninety-Six Thousand Four Hundred Forty Pesos Only (P1,996,440.00).

- ❖ 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).

VII. BASIS OF PAYMENT

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

VIII. 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.

IX. 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.

X. DELIVERY PERIOD

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

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Noted:


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