



Republika ng Pilipinas

Lungsod ng Quezon

Ragawaran ng Lingkurang Panlahat

GENERAL SERVICES DEPARTMENT

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TERMS OF REFERENCE (TOR)
MODERNIZATION of ELEVATOR at DRRMO 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.

Preserve the value of its property as well as to give priority to the safety of its occupant/ end-users through the application of proper maintenance/ repair services for elevators.

II. PROJECT OBJECTIVES

The project primary objective is to modernize and maintain safe and standard operation of the elevator for the safety of all employees and transacting public.

III. PROJECT SCOPE OF WORK

Modernization of DRRMO Elevator supply and installation of the following spare parts:

- 1) Main Control**
Monarch Nice 3000 + controller VVVF Controller Inverter, 230V – 440V, 7.5 – 11Kw, MCTC Mother Board, MCTC Terminal Board, Breaking Resistor (low voltage/24V), Mini Transformer (220V input/110Volts, 110 dcV, 220 output) with input & output signal, with 1 gbt Transistor, with capacitor, Programable Parameters, especial test tool
- 2) Cabin Operating Panel**
(with Red Dot Display PCB and Instruction PCB), with high quality contactors, 3 phase breaker.
- 3) Landing Operating Panel**
(with Red Dot Display PC)
- 4) Car Top Inspection Box**
(Including Car Top Board and Passing Chime)
- 5) Leveling Sensor**
(Bracketed-type, 24V_{dc}, NO-NC, and NPN/PNP Connection)
- 6) All wire needed**
(For LOP, COP and Travel cables)
18 strands size 22 hoistway wire/ 18m
24 strands size 22 Travelling Cable/ 25m
Shielded Wire for the COP/ 5m
- 7) Pit inspection box, AC 220V**
- 8) Intercom, NKT 12 I-I A DC 12V**
- 9) Load sensor (bottom of car) DTC2-K AC/DC 24V**

VISION : *The General Services Department envisions itself to be a Quality Community within the Quezon City Government by delivering responsive and quality general services through committed, service-oriented and technologically advanced personnel.*

MISSION : *We provide the delivery of general services to the Quezon City Government and its constituents that are: EFFECTIVE, EFFICIENT and ECONOMICAL.*



10) **Limit switch**, S3-B1370

11) **Photocell**, SJ-NB96AL1-1220FW

12) **Voice annunciator (MCTC-CHM-B)**

13) **Door controller (NSFC01-01A)**

14) **Door motor (YVP90-6)**

15) **Bi-stable Switch (NO-type)**

16) **Fireman switch, AC/DC 24V**

17) **Encoder, Heidenhain (ERN1387 204862S14-70)**

18) **Automatic Voltage Regulator/AVR**

(380V, 3 Phase, 70kVA) with 3 years warranty for factory defect

- Testing and commissioning

IV. **AREA OF COVERAGE**

The supply Installation and Replacement of modernized spare parts is located at DRRMO Bldg.

V. **PROJECT STANDARDS & REQUIREMENTS**

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 preventive maintenance, repair or installation of elevator.
- ❖ **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 adequate technical personnel wearing proper personal protective equipment in conducting the repair or installation of the enrolled units.
 - All services to be rendered must be supervised by an accredited Safety Officer or duly licensed Mechanical 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. 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.

VIII. APPROVED BUDGET FOR THE CONTRACT

The City has set an Approved Budget for the Contract (ABC) of **One Million Eight Hundred Sixty Five Thousand Pesos Only. (PHP 1,865,000.00).**

- ❖ 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 costs are increased by more than 10% as a result of any extra ordinary 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 Scope of Work.

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.

XII. CANCELLATION OR TERMINATION OF CONTRACT

The guidelines contained in RA 9184 and its revised 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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 City General Services Department