



Republika ng Pilipinas
Lungsod ng Quezon
Ragawaran ng Lingkurang Panlahat



GENERAL SERVICES DEPARTMENT

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TERMS OF REFERENCE (TOR)
REPLACEMENT OF BROKEN FIRE HOSE CABINET
GLASSES, GLASS WALLS AND DEFECTIVE LOCKS AT
VARIOUS BUILDINGS WITHIN QUEZON CITY HALL
COMPOUND

I. RATIONALE AND BACKGROUND

The Quezon City Government, under the present administration, seeks to maintain architectural design and safety of building occupants and transacting public within the Quezon City Hall Compound.

II. PROJECT OBJECTIVES

The project primary objective is to replace all broken glasses of fire hose cabinets, glass walls and defective locks to maintain original aesthetics and safety of employees and transacting public specifically in the event of emergencies.

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 broken fire cabinet glasses, glass walls and locks mentioned hereto, all additional defective fixtures should be validated defective by CGSD authorized representative.
2. Supply and installation of broken fire hose cabinet glasses, glass walls and defective locks.
3. Post appropriate safety signages such as caution tape, safety cones and other related safety signs within the process of replacement of fixtures.
4. Replacement of fixtures must be identical with the specifications of existing and appropriate accessories and fixtures.
5. Install signages/stickers in the fire cabinet glasses (BREAK GLASS IN CASE OF FIRE). Lock all repaired fire cabinets.
6. General housekeeping after the completion of scope of work.
7. Restoration of any damages found during and after the completion of the scope of work.
8. The contractor shall submit detailed accomplishment report with attachments of pictures before, during and after the installation activities.
9. Submission of findings and recommendations for other defective fixtures not included in this contract.



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.*



GLASS WALLS

| BUILDING | FLOOR | AREA | SPECIFICATIONS |
|----------|-----------------|-------------------|---------------------------------------|
| DRRMO | 2 ND | Front of building | L = 168.5cm, W = 75.5cm t = ½ inch |
| | 3 RD | Front of building | L = 184cm, W = 109cm t = ½ inch |

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) year actual experience in glass and lock repair and installation, tiles setting and other carpentry works.

❖ 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 two (2) technical personnel wearing proper personal protective equipment in conducting the replacement of fixtures. A certified Safety Officer should be assigned to monitor the project.

VI. WARRANTY

The contractor shall provide three (3) months warranty for the fixtures 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 Five Hundred Thousand Pesos Only (P 500,000.00).

❖ 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 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).

IV. AREA OF COVERAGE

The replacement of broken fire cabinet glasses, glass walls and locks at various buildings within Quezon City Hall Compound is listed as follows:

FIRE HOSE CABINET GLASSES

| BUILDING | AREA | QTY | SPECIFICATIONS |
|----------------|-----------------------------------|-----|-------------------------------|
| High Rise | Floor landing Stairway landing | 10 | L = 61cm, W = 61cm t = 4mm |
| Civic Center A | Stairway | 1 | L = 61cm, W = 61cm t = 4mm |
| Civic Center B | Stairway | 2 | L = 61cm, W = 61cm t = 4mm |

DOOR LOCKS

| BUILDING | FLOOR | AREA | QTY | TYPE |
|-------------|------------------|-------------|-----|-------------------------------------|
| High Rise | Ground | CR | 2 | Glass door patch fitting |
| | Ground | CR/ Storage | 4 | Spherical door knob |
| | 2 nd | CR | 4 | Glass door patch fitting |
| | 2 nd | Storage | 2 | Spherical door knob |
| | 3 rd | CR | 4 | Glass door patch fitting |
| | 3 rd | Storage | 2 | Spherical door knob |
| | 4 th | CR | 4 | Glass door patch fitting |
| | 4 th | Storage | 2 | Spherical door knob |
| | 5 th | CR | 4 | Glass door patch fitting |
| | 5 th | Storage | 2 | Spherical door knob |
| | 6 th | CR | 4 | Glass door patch fitting |
| | 6 th | Storage | 2 | Spherical door knob |
| | 7 th | CR | 4 | Glass door patch fitting |
| | 7 th | Storage | 2 | Spherical door knob |
| | 8 th | CR | 4 | Glass door patch fitting |
| | 8 th | Storage | 2 | Spherical door knob |
| | 9 th | CR | 4 | Glass door patch fitting |
| | 9 th | Storage | 2 | Spherical door knob |
| | 10 th | CR | 4 | Glass door patch fitting |
| | 10 th | Storage | 2 | Spherical door knob |
| | 11 th | CR | 4 | Glass door patch fitting |
| | 11 th | Storage | 2 | Spherical door knob |
| | 12 th | CR | 4 | Glass door patch fitting |
| | 12 th | Storage | 2 | Spherical door knob |
| | 14 th | CR | 4 | Glass door patch fitting |
| | 14 th | Storage | 2 | Spherical door knob |
| | 15 th | CR | 4 | Glass door patch fitting |
| | 15 th | Storage | 2 | Spherical door knob |
| | All floor | Entrance | 15 | Glass door overhead/floor mechanism |
| Legislative | All floor | Entrance | 15 | Glass door patch fitting |
| | All floor | Utility | 10 | Spherical door knob |
| Annex | All floor | Entrance | 15 | Glass door patch fitting |
| | All floor | Entrance | 10 | With frame lock set |
| | All floor | Utility | 10 | Spherical door knob |
| Civic A | All floor | Entrance | 8 | Glass door patch fitting |

| | | | | |
|---------|-----------|----------|----|--|
| | All floor | Utility | 18 | Spherical door knob |
| Civic B | All floor | Entrance | 8 | Glass door patch fitting |
| | All floor | Utility | 16 | Spherical door knob |
| Civic C | All floor | Entrance | 4 | Glass door patch fitting |
| | All floor | Utility | 9 | Spherical door knob |
| Civic D | All floor | Entrance | 4 | Glass door patch fitting |
| | All floor | Utility | 15 | Spherical door knob |
| Civic E | All floor | Entrance | 10 | Glass door patch fitting |
| | All floor | Utility | 4 | Spherical door knob |
| Civic F | All floor | Entrance | 8 | Glass door patch fitting |
| | All floor | Entrance | 10 | With frame lock set |
| | All floor | Utility | 10 | Spherical door knob |
| NGO | All floor | Entrance | 4 | Glass door patch fitting |
| | All floor | Utility | 11 | Spherical door knob |
| DRRMO | All floor | Entrance | 18 | With frame lock set |
| | All floor | Utility | 18 | Spherical door knob |
| | Ground | Entrance | 1 | Sliding glass door motor and mechanism |
| DPOS | All floor | Utility | 19 | Spherical door knob |

Specifications:

- Glass door patch fitting
 - Item dimension: LxWxH – 16.4cmx 3.1cm x 5.1cm
 - Capacity: 10-12 mm thick glass
 - Material: Stainless steel mirror finish
 - Suitable for left and right doors
 - No. of keys – 3 pieces
- With frame lock set
 - Item dimension: Outer length – 122mm, inner length – 112mm
inner width – 26mm
 - Single key on 1 side, thumb turn on the other side
 - Suitable on glass door with aluminum frame
 - No. of keys – 3 pieces
- Spherical door knob
 - Type: Spherical lock
 - Material: Stainless steel
 - Cylinder: Copper
 - Applicable door thickness: 35-50 mm
 - Lock tongue type: Oblique tongue
 - No. of keys – 3 pieces
- Sliding glass door motor and mechanism
 - Door form: single door/ double door
 - Loading weight: ≤1x120kg/≤2x100kg
 - Door width: 700-1400mm/800-2000mm
 - Power supply: 220V ± 10%, 50/60Hz
 - Closing speed: 100-400mm/S (adjustable)
 - Rated power: 50W
 - Temperature range: -20 ~ +50°C
 - Opening speed: 100-500mm/S (adjustable)
 - Humidity range: <relative humidity 85%
- Overhead/ floor mechanism
 - For all Frame Glass Door Type (10-12mm Thickness)
 - With complete accessories
 - Hinge Type : Hydraulic
 - Width: 90-100cm
 - Height: 180-210cm
 - Capacity weight: 100-120kg
 - Maximum Open Angle: 130degrees
 - Hold Open:90 degrees,105 degrees
 - Removable Spindle: Optional
 - Applicability: wooden, glass and aluminum doors.
 - Opening: Left, Right, Single, both side Open.
 - Dimension of cement box: LxWxH(cm) 30.5x15.3x5cm

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.

Prepared by:


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Noted:


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Officer-in-Charge
 City General Services Department