



Republika ng Pilipinas
Lungsod ng Quezon
Ragawaran ng Lingkurang Panlahat



GENERAL SERVICES DEPARTMENT
9th & 8th Flr. Main Bldg. Quezon City Hall, Elliptical Rd., Diliman, Quezon City
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TERMS OF REFERENCE (TOR)
REPAINTING OF COVERED WALK WITHIN QUEZON CITY HALL COMPOUND

I. RATIONALE AND BACKGROUND

The Quezon City Government, under the present administration, seeks to maintain pleasant 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 restore beauty of the covered walks and maintain the architectural presentation of the facility by repainting.

III. PROJECT SCOPE OF WORK

1. Provision of safety precautions and safety signages during the conduct of the scope of works.
2. Secure supply and materials so that it would not obstruct the path walk.
3. Coordination with Security Agency and Offices/Departments conducting events and activities within the area before conducting the painting/restoration works.
4. Scraping of loose paint.
5. Supply and application of 1st coat painting to ceiling, wall and columns. (Same color as present)
6. Supply and application of paint to metal frame of light diffusers. (Same color as present)
7. Restoration of any damages that may occur during the conduction of the scope of works.

Specifications:

1. 4liters per gallon
2. 100% acrylic semi-gloss latex paint with excellent hiding, durability and dirt pick – up resistance
3. Uses: Interior and exterior. Concrete, stucco, bricks plaster, hollow blocks, drywall, and properly primed wood
4. Coverage: 25-30 sqm. per 4 liters/coat
5. Surface Dry: 30 minutes
6. Thorough Dry: 2 Hours
7. Dry Film Thickness: 1-1.5mils/coat
8. Overcoating Interval: 1 hour
9. Application: paint brush, roller or airless spray

IV. AREA OF COVERAGE

ITEM NO	BUILDING	Estimated Area
1	Covered walk infront of flag pole	1,170 square meters
2	Covered walk beside giant Christmas tree	953 square meters
3	Covered walk connecting high rise building and CTO	450 square meters
4	Covered walk along gate 1	705 square meters
5	Covered walk along gate 2	705 square meters

- See attached layout



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.**



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 painting 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 three (3) technical personnel wearing proper personal protective equipment in conducting the repainting works.

All services to be rendered must be supervised by an accredited Safety Officer who is 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.

VII. APPROVED BUDGET FOR THE CONTRACT

The City Government has set on approved budget for the Contract of **FOUR HUNDRED NINETY NINE THOUSAND FOUR HUNDRED NINETY NINE AND 90/100 PESOS ONLY (P 499,499.90)**.

❖ 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

Upon issuance of Notice to Proceed until December 31, 2023.

Prepared by:

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Acting Division Chief, BGMD 

Noted by:


EE B. BASS

Officer-in-Charge

City General Services Department



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