



Republika ng Pilipinas
Lungsod ng Quezon
Ragawaran ng Lingkurang Panlahat

GENERAL SERVICES DEPARTMENT

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TERMS OF REFERENCE (TOR)
REPAIR AND REPLACEMENT OF DEFECTIVE CCTV CAMERA AND
OTHER ACCESSORIES AT CIVIC CENTER BUILDING C

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 project primary objective is to maintain the optimum operations of all CCTV at the Civic Center Building C to ensure safety of all officials, employees and transacting public. 🌟

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 for the preventive maintenance and operation of CCTV at the Civic Center Building C shall include, but not limited to, the following:

1. Replacement of defective CCTV Camera (Bullet Type)
2. Replacement of defective CCTV Camera (Dome Type)
3. Replacement of CCTV Monitor (32 inches)
4. Check and replace of CCTV connector
5. Replacement of defective DVR
6. Dismantling of defective CCTV
7. Testing and Commissioning

IV. AREA OF COVERAGE

CCTV Camera located at Civic Center Building C.

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 supply and installation of CCTV Camera.

❖ 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 the enrolled unit.

V. WARRANTY

The contractor shall provide one year warranty of the preventive maintenance.

APPROVED BUDGET FOR THE CONTRACT

The City Government has set on approved budget for the Contract of **Two Hundred Forty Nine Thousand Seven Hundred Thirty Six Pesos & 45/100 Pesos Only (P 249,736.45).**

- ❖ 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

To satisfactorily deliver the items and services within Thirty (30) days upon issuance of the Notice to Proceed.

Prepared by:


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Submitted by:


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 City General Services Department