



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  
Trunkline: 02-89884242 Local No.: 8600 (OIC), RMCD-8624, BGMD-7329,  
CWMD-8603, FAMCD-8620/1126, MD-8612/8209, ADMIN-8602, MPMCD-8609  
Email Address: [gsd@quezoncity.gov.ph](mailto:gsd@quezoncity.gov.ph) / [quezoncitygso@yahoo.com](mailto:quezoncitygso@yahoo.com)



**TERMS OF REFERENCE (TOR)**  
**MONTHLY PREVENTIVE MAINTENANCE OF GENERATOR SETS**  
**WITHIN QUEZON CITY GOVERNMENT FACILITIES**

**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 Government Facilities.

**II. PROJECT OBJECTIVES**

The project primary objective is to maintain continuous operations of the electrical facilities in the events of power interruption.

**III. PROJECT SCOPE OF WORK**

**MONTHLY PREVENTIVE MAINTENANCE PROPER:**

1. Check and clean:
  - Automatic Transfer Switch (ATS)
  - Generator
  - Generator shed
2. Check fuel level, shall be at least 70% full, refill of fuel if necessary.
3. Check for any leak (fuel tank, engine, filters, coolant, batteries and other components).
4. Check engine filter, fuel filter, oil filter and coolant filter.
5. Check if all components are properly closed or covered.
6. Check and refill coolant and battery water level.
7. Check and retighten battery connections and measure terminal voltage.
8. Check battery charger and DC voltage measured by the system.
9. Check ventilation system of engine and the shed.
10. Correct, adjust, calibrate all parameters, if necessary.
11. The following items shall be provided by the service provider's cost if necessary. This is applicable to all units.
  - Battery
  - Battery trickle charger
  - Coolant
  - Distilled water
  - Fuse and fuse holder
  - Wiring or control wire

**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.**



- Thermostat
  - Pressure switch
  - Belt
  - Relays
  - Timers
  - Buttons/switches
12. Conduct no load testing of all units every weekend upon approval of the CGSD.
  13. Check and calibrate pre-heating and cooling down operations. Pre-heating time shall not exceed 3 minutes and the cooling down shall not exceed 5 minutes.
  14. Check the following parameters: Voltage (Lines 1, 2 and 3), Current (Lines 1, 2 and 3), Power Factor, Frequency, Speed, Water temperature and oil pressure.
  15. Submit monthly service report stating preventive maintenance activities, checked, repaired, troubleshooted and calibrated components, countersigned by an authorized CGSD representative.

#### **RESPONSIBILITIES OF THE SERVICE PROVIDER:**

- Provide one (1) on-site technician within the regular office hours on weekdays that shall report to the CGSD authorized representative, wearing company uniform with proper identifications and wearing personal protective equipment (PPE).
- Replace the on-site technicians upon official request of the CGSD.
- Provide one (1) motorcycle for the transportation of the technicians to different location of the units and other related concerns.
- Provide qualified technicians, tools, supervision and equipment necessary to conduct preventive maintenance check-up and corrective maintenance as per attached scope of works.
- Provide qualified/certified hauler of generator sets' hazardous waste as mandated by the Department of Environment and Natural Resources (DENR).
- Provide manpower assistance to any activities concerning the generator sets including the testing proper of the generators as required by the DENR.
- Conduct operation/ maintenance training and issue corresponding Certificate of Participation.
- Minor repair and adjustments as per required in the periodic schedule shall be undertaken at no cost to the Quezon City Government. Quotation to supply spare parts and other materials shall be submitted for approval prior to installation and billing.

- Service reports shall be accomplished at the site and copies be submitted to the City General Services Department's representative at the site with the latter's written acknowledgement on it, right after rendering services.
- Prepares schedule of visits to ensure full coverage of all units. Advance notice of changes in the schedule shall be communicated with dispatch by both parties.
- Train on site operator on the proper operation and maintenance activities.
- Provide a 24 to 48 hours servicing capability as needed for emergency.
- Keep a complete generator set record that will be vital for determining cause of any trouble that might occur. Provide updated list of service provider's contact details in case of emergency.
- Once a year change of engine oil, fuel filter, coolant filter and oil filter, to be scheduled subject to approval of the end user.
- No load testing of all generator sets enrolled every two weeks and assessing all units for possible defects and submit service reports indicating status of all enrolled units.
- With load testing of all generator sets and automatic transfer switches annually, upon approval of the official request to the CGSD.

#### IV. AREA OF COVERAGE

ITEM NO	Unit	Specification
1	High Rise Building	Caterpillar 875 kVA, 700kW
2	Legislative Building	Cummins 754 kVA, 603 kW
3	Annex Building	Cummins 625 kVA, 500 kW
4	Civic Center A & B	Cummins 1,265 kVA, 1,012 kW
5	Civic Center C	Stamford 444 kVA, 355 kW
6	Civic Center D	Cummins 750 kVA, 600 kW
7	Civic Center D	Cummins 1000 kVA, 910 kW
8	Civic Center E	Supermaly 687.5 kVA, 550 kW
9	Civic Center F	Cummins 1000 kVA, 910 kW
10	Civic Center F	Cummins 1000 kVA, 910 kW
11	NGO	Cummins 385 kVA, 313 kW
12	DRRMO	Cummins 385 kVA, 313 kW
13	DPOS	Cummins 385 kVA, 313 kW
14	Multi-level Parking	Cummins 187 kVA, 170 kW
15	Library	Westinpower 270 kVA, 216 kW
16	QMC Underpass	Perkins 132 kVA, 105 kW
17	Philcoa Underpass	Perkins 120 kVA, 96 kW
18	Archival Building	AGG 400 kVA, 320 kW
19	Central Warehouse	AGG 313 kVA, 250 kW
20	Quezon Ave. cor. EDSA pumping station	Cumper 270 kVA, 216 kW
21	Rosario Maclang Bautista General Hospital	Baodouin 560 kVA, 448 kW

22	Rosario Maclang Bautista General Hospital	Baodouin 560 kVA, 448 kW
23	Quezon City General Hospital	Cummins 500 kVA, 400 kW
24	Quezon City General Hospital	Cummins 500 kVA, 400 kW
25	Quezon City General Hospital	Cummins 1031 kVA, 825 kW
26	Novaliches District Hospital	Cummins 750 kVA, 600 kW
27	QC Reception House	Cummins 125 kVA, 100 kW
28	QC Reception House	Cummins 220 kVA, 176 kW

## V. PROJECT STANDARDS & REQUIREMENT

The following are the minimum qualifications and requirements for the service provider:

### ❖ Track record

- The service provider shall have at least three (3) years actual experience in generator preventive maintenance, repair or installation.

### ❖ Organization

- The service provider shall submit its detailed organization chart which indicates an established organizational structure of technical personnel to show its capability to undertake the project.

### ❖ Manpower

- The service provider shall provide at least three (3) technical personnel wearing proper personal protective equipment in conducting the preventive maintenance of the units.

All services to be rendered shall be supervised by an accredited Safety Officer or duly licensed Electrical Engineer or Mechanical Engineer whom are required to provide Certificate of Registration and License.

## VI. WARRANTY

- The service provider shall give three (3) months warranty on labor performed.
- Spare parts supplied by the service provider shall carry a three (3) months warranty from the time of installation.

## VII. APPROVED BUDGET FOR THE CONTRACT (ABC)

The City Government has set an ABC of **SIX MILLION SEVEN HUNDRED FORTY SIX THOUSAND SIXTY PESOS ONLY (P 6,746,060.00).**

## VIII. BASIS OF PAYMENT

Monthly payment upon completion of scope of works.



**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 Service provider 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 a contract pursuant to RA 9184 and its IRR.

**XI. DELIVERY PERIOD**

The project has duration until December 31, 2024, upon issuance of the Notice to Proceed.

Prepared by:

  
**JERRICK D. GAYETA**  
Acting Chief, BGMD

Attested by:

  
**JOEL G. ESCUETA**  
Acting Asst. Dept. Head - Operations

Noted by:

  
**FE B. BASS**  
Officer-In-Charge  
City General Services Department