



Republika ng Pilipinas
Lungsod ng Quezon

Kagawaran 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 / quezoncitygso@yahoo.com



TERMS OF REFERENCE (TOR)

ANNUAL PREVENTIVE MAINTENANCE OF PRIMARY AND SECONDARY SWITCHGEARS SERVICING THE HIGH RISE AND LEGISLATIVE 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.

II. PROJECT DESCRIPTION

This project is to maintain continuous operations of the Electrical power supply in the event of power interruptions for safety and compliance to the Electrical Code of the Philippines.

III. PROJECT SCOPE OF WORK

The Scope of Work under this project aims to ensure attainment of the Project Objectives.

The scope of work for the Preventive Maintenance of Secondary Switchgears consisting of two (2) units of Automatic Transfer Switch (ATS), three (3) units of Main Circuit Breaker (MCB), three (3) units of Main Distribution Panel (MDP), and Distribution Panels Electrical (EE) Rooms servicing the High-Rise Building and Legislative Building shall include, but not limited to, the following:

❖ Preventive Maintenance Service:

1. Safety inspection of all electrical facilities, perform short circuit analysis on circuit breakers and insulation resistance test.
2. Conduct switch testing and terminal re-tightening.
3. Conduct cleaning and vacuuming of all MDP's and insulation test and re tightened, conduct continuity test.
4. Conduct switchgear insulated test, minor refurbishment and re-lubrication.
5. Switchgear bus insulated and cable joints testing, identify loose connection and rectify.
6. Re-torque connection to panel board, checking of lock-out tags.
7. Inspection of heating and cooling units and documentation.
8. Provide safety designs and tagging of all electrical equipment from main breakers to branches.
9. Conduct safety inspection, cleaning, vacuuming, switch testing terminal retightening and perform short circuit analysis and insulation resistance test on all distribution panels at;
 - a) High Rise Building
 - b) Legislative Building
 - c) Legislative Councillors



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. Submission of organized inventory with proper tagging.
- 11. Provide data/test results.
- 12. Submit findings and recommendation.
- 13. Testing and Commissioning.

The scope of work for the Preventive Maintenance of Nine (9) Units of 333 KVA Transformer servicing the High-Rise Building and Legislative shall include, but not limited to, the following:

❖ Preventive Maintenance Service:

- 1. Mobilization / Demobilization
- 2. Supply and installation of power fuse refill with 40e rating SM5 type in case of failure or wear and tear.
- 3. Servicing of nine (9) sets Power Fuse Assembly inside the two (2) transformer vault room.
- 4. Cleaning of HV and LV bushing and its appurtenances.
- 5. DC High Potential Test of Medium voltage cables.
- 6. Insulation resistance testing of 9 units transformer
- 7. Conduct Electrical Testing of 9 units 333KVA
- 8. General Housekeeping
- 9. Restoration of all damages that occurred during the conduction of the scope of work
- 10. Submit all reports indicating all specifications, floor plan, findings and recommendations.
- 11. Repair and replacement of all minor spare parts to be found defective upon conduction of scope of works.

❖ Submission of the Preventive Maintenance documentation with corresponding pictures.

IV. AREA OF COVERAGE

The Preventive Maintenance of Primary Switchgear consists of nine (9) units of 333KVA Transformer located at Transformer room, Ground floor, High Rise Building.

The Preventive Maintenance of Secondary Switchgear consists of two (2) units Automatic Transfer Switch (ATS), three (3) units of Main Circuit Breaker (MCB), three (3) units of Main Distribution Panel (MDP) and Electrical (EE) Rooms Distribution Panels servicing the High-Rise Building and Legislative Building.

V. PROJECT STANDARDS & REQUIREMENT

The following are the minimum qualifications and requirements for the contractor:

- A. Track record
 - The service provider should have at least three (3) years actual experience in electrical services such as High and Low Voltage Switchgears installation, repair and maintenance.
- B. 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.

C. Manpower

- The Contractor shall provide at least seven (7) electrical personnel wearing complete and proper personal protective equipment during the conduct of the preventive maintenance.
- All services to be rendered must be supervised by a duly accredited Safety Officer, duly licensed Master Electrician, and duly licensed Electrical Engineer whom are required to provide a Certified True Copy of Certificate of Registration and Professional License/ ID.

VI. PROJECT DURATION

Sixty (60) calendar days upon issuance of Notice to Proceed.

VII. WARRANTY

The contractor shall provide six (6) months service warranty period against workmanship issues arising from the back job of Preventive Maintenance.

VIII. APPROVED BUDGET FOR THE CONTRACT

The City has set an Approved Budget for the Contract (ABC) of Three Million Six Hundred Twenty-Six Thousand Six Hundred Twenty-Six Pesos & 96/100 Only (3,626,626.96).

- ❖ 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).

IX. BASIS OF PAYMENT

One-time payment upon completion of the preventive maintenance.

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.

XI. 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.

Submitted by:


FEB BASS
Officer-in-Charge
City General Services Department