



**TERMS OF REFERENCE (TOR)
REPAIR OF PUMPS AT VARIOUS
QUEZON CITY GOVERNMENT FACILITIES**

I. RATIONALE AND BACKGROUND

The Quezon City Government, under the present administration, seeks to maintain adequate and uninterrupted water supply of all buildings 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 standard and safe operation of pumps, continuous supply of water to different buildings and reduce mechanical equipment downtime.

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 all mechanical equipment mentioned hereto, all additional defective spare parts should be validated defective by CGSD authorized representative.
2. Submission of work plan at least 3 days before the proposed repair schedule for proper coordination, information dissemination and prior rescheduling.
3. Demobilization of equipment from pits, if applicable.
4. Replacement of defective spare parts of water pumps servicing different buildings as indicated in the Area of Coverage.
5. Testing and commissioning.
6. General housekeeping after the completion of scope of work.
7. Restoration of any damages found to be result during and after the completion of the scope of work.
8. The contractor shall submit service reports stating the status of all water pumps, fittings and surrounding environment including their recommendations and quotations.

IV. AREA OF COVERAGE

The Repair of Pumps at Various Buildings Within the Quezon City Hall Compound is listed as follows:

CIVIC CENTER A - PUBLIC WORKS BLDG. and B - COMMERCE BLDG.

Particulars	Scope of Work	Qty	Unit
Transfer pump 15Hp, 3Phase, 230V (Pump A)	Rewinding	1	Unit
	Rebearing		
	Regreasing		
Transfer pump 15Hp, 3Phase, 230V (Pump B)	Rewinding	1	Unit
	Rebearing		
	Regreasing		



Transfer pump 15Hp, 3Phase, 230V (Pump C)	Rewinding	1	Unit
	Rebearing		
	Regreasing		
Drainage Submersible Pumps 5Hp	Rewinding	2	Unit
	Rebearing		
	Regreasing		
	Overhauling		
Drinking fountain	Replacement of water hose flexible pipe, valves, and fittings	1	Set

CIVIC CENTER C- CIVIL REGISTRY BLDG.

Particulars	Scope of Work	Qty	Unit
Transfer pump 5.5Hp	Replacement of capacitor 70µF	2	Piece

CIVIC CENTER E – SOCIAL SERVICES BLDG.

Particulars	Scope of Work	Qty	Unit
Submersible Drainage Pumps 3Hp at Basement	Replacement of float switch 5m	2	Piece
Submersible Drainage Pumps 3Hp at Gate 5	Repair piping and rigid flange	1	Set
	Rewinding	4	Unit
	Rebearing		
	Overhauling		
	Replacement of defective magnetic contactors, timers, relays and rewiring of duplex pump controller 3Phase, 230V	1	Lot

CIVIC CENTER F – FINANCE BLDG.

Particulars	Scope of Work	Qty	Unit
Transfer pump 5Hp	Replacement of defective magnetic contactors, timers, relays and rewiring of duplex pump controller 3Phase, 230V	1	Set
	Rewinding	2	Unit
	Rebearing		
	Overhauling		
Submersible Drainage Pumps 3Hp	Rewinding	3	Unit
	Rebearing		
	Overhauling		

HIGH RISE BUILDING

Particulars	Scope of Work	Qty	Unit
Transfer pump 50Hp (East wing)	Realignment Replacement of rigid flexible rubber flange Rebearing	1	Lot
Transfer pump 50Hp (West wing)	Realignment Replacement of rigid flexible rubber flange Rebearing	1	Lot

NGO BUILDING

Particulars	Scope of Work	Qty	Unit
Cistern tank and Storage tank	Replacement of float valve 2"	2	Piece
	Replacement of PPR Gate valve 2"	1	Piece
Drinking fountain	Replacement of water hose flexible pipe, valves, and fittings	1	Set

DRRMO BUILDING

Particulars	Scope of Work	Qty	Unit
Transfer Pump 2Hp	Rewinding	2	Unit
	Rebearing		
	Overhaul cleaning		

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Particulars	Scope of Work	Qty	Unit
Booster pump 2Hp	Replacement of defective magnetic contactor alternator	1	Set
	Replacement of defective float valve 2 1/2"	1	Unit

CGSD CENTRAL WAREHOUSE – Scout Reyes, Bgy. Paligsahan, QC

Particulars	Scope of Work	Qty	Unit
Booster pump (Roof deck)	Rewinding	2	Unit
	Rebearing		
	Overhaul cleaning		
	Replacement of mini contactor	1	Piece
	Replacement of down feed bypass pipe and fittings	1	Set

DISTRICT 3 ACTION CENTER – Calderon St. Bgy. Marilag, QC

Particulars	Scope of Work	Qty	Unit
Cistern Tank	Float valve 3/4"	2	Unit

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 installation, repair and maintenance of water pumps.
- ❖ 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 (PPE) in conducting the repair of pumps.

All services to be rendered must be supervised by an accredited Safety Officer who is required to provide Certificate of Registration and License.

VI. WARRANTY

The contractor shall provide six (6) months warranty for the spare parts 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 One Million Pesos Only (P 1,000,000.00).

- ❖ 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).

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.

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