



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 / quezoncitygso@yahoo.com



TERMS OF REFERENCE (TOR)
REPLACEMENT OF BROKEN GLASS DOOR, DEFECTIVE DOOR LOCKS
AND REPAIR OF FENCE AT VARIOUS BUILDINGS WITHIN QUEZON CITY
HALL COMPOUND

I. RATIONALE AND BACKGROUND

The Quezon City Government, under the present administration, seeks to maintain architectural design and safety of building occupants and transacting public within the Quezon City Hall Compound.

II. PROJECT OBJECTIVES

The project primary objective is to replace all broken glass door, door locks, mechanisms and repair of fence to maintain original aesthetics and safety of employees and transacting public specifically in the event of emergencies.

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 broken glass door, defective door locks, glass door handles, mechanisms and damaged perimeter fence mentioned hereto, all additional defective fixtures should be validated defective by CGSD authorized representative.
2. Supply and installation of glass door, door locks, glass door handle and mechanisms.
3. Repair of damaged perimeter fence, grill and gate of CTO at the back of Landbank.
4. Use of appropriate safety gears.
5. Post appropriate safety signages such as caution tape, safety cones and other related safety signs within the process of replacement of fixtures.
6. Replacement of fixtures must be identical with the specifications of existing and appropriate accessories and fixtures.
7. General housekeeping after the completion of scope of work.
8. Restoration of any damages found to be result during and after the completion of the scope of work.
9. The service provider shall submit detailed accomplishment report with attachments of pictures before, during and after the installation activities.
10. Submission of findings and recommendations for other defective fixtures not included in this contract.

SPECIFICATIONS:

GLASS DOOR WITH FRAME AND HANDLE

Material: Tempered glass
Dimensions: 208 cm length x 89.5 cm width
Thickness: 8mm
Accessories: With frame at the top and bottom
With handle



PANIC DOOR LOCK

- Material: Stainless steel
- Length: 65 cm
- Exterior finish: Stainless steel
- Shape: T-shaped
- Special feature: Rustproof and impact resistant
- Mechanism: Push from inside to get out, outside access needs to be opened with a key
Not divided into left and right, both left and right doors can be installed
- Package dimensions: 25.98 x 6.3 x 3.15 inches

WITH FRAME LOCK SET

- Item dimension: Outer length – 122mm, inner length – 112mm
inner width – 26mm
- Single key on 1 side, thumb turn on the other side
- Suitable on glass door with aluminum frame
- No. of keys – 3 pieces

SPHERICAL DOOR KNOB

- Type: Spherical lock
- Material: Stainless steel
- Cylinder: Copper
- Applicable door thickness: 35-50 mm
- Lock tongue type: Oblique tongue
- No. of keys – 3 pieces

OVERHEAD/ FLOOR MECHANISM

- For all Frame Glass Door Type (10-12mm Thickness)
- With complete accessories
- Hinge Type : Hydraulic
- Width: 90-100cm
- Height: 180-210cm
- Capacity weight: 100-120kg
- Maximum Open Angle: 130degrees
- Hold Open: 90 degrees, 105 degrees
- Removable Spindle: Optional
- Applicability: wooden, glass and aluminum doors.
- Opening: Left, Right, Single, both side Open.
- Dimension of cement box: LxWxH(cm) 30.5x15.3x5cm

GLASS DOOR HANDLE

- Application: Indoor
- Finish: Satin
- Material: Stainless steel
- Size: 38mm x 600mm

IV. AREA OF COVERAGE

The replacement of broken glass door, defective door locks, glass door handle and mechanisms and repair of fence at various buildings within Quezon City Hall Compound is listed as follows:

GLASS DOOR WITH FRAME AND HANDLE

BUILDING	FLOOR	AREA	QTY
Civic Center A	4 th	Fire Exit	1

PANIC DOOR LOCKS

BUILDING	FLOOR	AREA	QTY
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PANIC DOOR LOCKS

BUILDING	FLOOR	AREA	QTY
Civic Center A	Ground	Fire Exit	7
	2nd		
	3rd		
	4th		
	5th		
	6th		
	7th		
Civic Center E	Ground	Fire Exit	3
	2nd		
	4th		
DPOS	2nd	Fire Exit	2
	3rd		

WITH FRAME LOCK SET

BUILDING	FLOOR	AREA	QTY
Annex	Ground	Entrance	4
	Ground	Exit	4
	2nd	Entrance/ Exit	3
	3rd	Entrance/ Exit	3
Civic Center A	Basement	Entrance/ Exit	1
	Ground	Entrance/ Exit	2
	2nd	Entrance/ Exit	1
	3rd	Entrance/ Exit	1
	4th	Entrance/ Exit	1
	5th	Entrance/ Exit	1
	6th	Entrance/ Exit	1
	7th	Entrance/ Exit	1
	8th	Entrance/ Exit	1
Civic Center B	Basement	Entrance/ Exit	2
	Ground	Entrance/ Exit	2
	Mezzanine	Entrance/ Exit	1
	2nd	Entrance/ Exit	1
	3rd	Entrance/ Exit	1
	4th	Entrance/ Exit	1
	5th	Entrance/ Exit	1
	6th	Entrance/ Exit	1
	7th	Entrance/ Exit	1
	8th	Entrance/ Exit	1
Civic Center C	Ground	Entrance/ Exit	1
	2nd	Entrance/ Exit	1
	3rd	Entrance/ Exit	1

SPHERICAL DOORKNOB

BUILDING	FLOOR	AREA	QTY
Annex	Ground	Electrical / Utility	2
	2nd	Electrical / Utility	2

	3 rd	Electrical / Utility	2
Civic Center A	Ground	Electrical / Utility	2
	2 nd	Electrical / Utility	2
	3 rd	Electrical / Utility	2
	4 th	Electrical / Utility	2
	5 th	Electrical / Utility	2
	6 th	Electrical / Utility	2
	7 th	Electrical / Utility	2
	8 th	Electrical / Utility	2
	Deck	Machine Room	1
Civic Center B	Ground	Electrical / Utility	2
	2 nd	Electrical / Utility	2
	3 rd	Electrical / Utility	2
	4 th	Electrical / Utility	2
	5 th	Electrical / Utility	2
	6 th	Electrical / Utility	2
	7 th	Electrical / Utility	2
	8 th	Electrical / Utility	2
	Deck	Machine Room	1
Civic Center C	Ground	CCTV Room	1
	Deck	Machine Room	1
Civic Center D	Ground	Electrical / Utility	2
		CCTV Room	1
	2 nd	Electrical / Utility	2
	3 rd	Electrical / Utility	2
	4 th	Electrical / Utility	2
	5 th	Electrical / Utility	2
	6 th	Electrical / Utility	2
Civic Center E	Ground	CCTV Room	1
	Deck	Machine Room	1
Civic Center F	Ground	CCTV Room	1
Community	Ground	CCTV Room	1
	Deck	Machine Room	1
Health	Ground	CCTV Room	1
	Deck	Machine Room	1
Parking	Ground	CCTV Room	1
NGO	Deck	Machine Room	1
DRRMO	Deck	Machine Room	1
DPOS	Deck	Machine Room	1

OVERHEAD/ FLOOR MECHANISM

BUILDING	FLOOR	AREA	QTY
High Rise	Ground	Comfort Room	2
	2 nd	Comfort Room	2
	3 rd	Comfort Room	2
Civic Center B	Ground	Entrance/ Exit	1
	2 nd	Entrance/ Exit	1
	3 rd	Entrance/ Exit	1
	4 th	Entrance/ Exit	1
	5 th	Entrance/ Exit	1
	6 th	Entrance/ Exit	1

	6 th	Entrance/ Exit	1
	7 th	Entrance/ Exit	1
	8 th	Entrance/ Exit	1

GLASS DOOR HANDLE

BUILDING	FLOOR	AREA	QTY
High Rise	2 ND	Comfort Room	1

REPAIR OF FENCE AND GATE

BUILDING	FLOOR	AREA	QTY
Annex	Ground	Perimeter	1

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 glasses and locks repair and installation, metal fabrication and other carpentry works.
- ❖ Organization
 - The service provider shall submit its detailed organization chart which shall indicate 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 replacement of fixtures, fabrication and repair.

VI. WARRANTY

The service provider shall provide three (3) months warranty for the fixtures 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 Five Hundred Thousand Pesos Only (P 500,000.00).

- ❖ 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 service provider 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.

Prepared by:


JERRICK D. GAYETA
Acting Chief, BGMD

Attested by:


JOEL G. ESCUETA
Asst. Dept. Head - Operations

Noted:


FE B. BASS
Officer-in-Charge
City General Services Department